



# Agenda

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, June 13, 2017  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
April 11, 2017
- III. PUBLIC COMMENT
- IV. PRESIDENT'S REPORT
- V. DIRECTOR'S REPORT
- VI. NEW BUSINESS
  1. Friends Board Report
- VII. OLD BUSINESS
  1. Update on Library Needs/Services
- VIII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

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**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
April 11, 2017  
Santa Fe, New Mexico**

**PROCEDURES**

A regular meeting of the City of Santa Fe Public Library Board was called to order on this date by President David Wagner at approximately 5:50 p.m., in the Pick Room, at the Main Library, 145 Washington Avenue.

**Roll Call**

Roll call indicated the presence of a quorum as follows:

**Members Present**

Rebecca Allahyari, V.P.  
Joshua Finnell  
Susan Gilbert  
Latifah Phillips  
Rebecca Phillips  
David Wagner, President

**Excused**

Nina Callanan

**Guest**

**Staff Present**

Pat Hodapp, Library Director

**APPROVAL OF MINUTES**

Josh made a motion to approve the March 14, 2017 minutes, seconded by Susan, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David reported on the Assessment Fundraising meeting held on April 10. He noted that in addition to the \$10,000 matching funds from the Santa Fe Community Foundation and the \$15,000 from the Friends, pledges of \$3,000 had come in from Moira Gehring's contacts and another \$1,000 plus from Grace Brill and himself as well as other Library Board pledges. Approximately \$31,000 has been raised so far. He stated that the committee agreed that funds are restricted and should the assessment not take place, funds would be returned to donors; need Mayor and City Council's approval and endorsement for the study and for funding.

Discussion was held about next steps. David had a good meeting with Chris Sanchez about the next steps to take. This will include a meeting with the Mayor and Councilors to show the progress the Library Board has made in the process. Chris suggested a letter to the Mayor thanking him for his support.

David thanked Library Board members for donating to the fund as it is key for all to commit to show unity. It was also noted that the Friends of the Library membership forms are available on the column next to the Circulation desk at Main.

The creation of a donor data base was discussed. Friends of the Library have purchased a software product. Susan has volunteered for the Friends group to assist in reviewing their donor data base and what information should be captured.

Latifah raised the issue of listening sessions. This had been discussed at a prior Board meeting and the decision at that time was to wait and have an external consultant do these sessions to get community input for strategy. Latifah said in her role, she finds that having input from constituents helps her to get things done. She thought it would be helpful to do high level sessions to show community support and she thinks it would be helpful in seeking other donors for the study. Discussion was held on listening to the community and how to do it. It was suggested that a whiteboard be available to take comments and have a Library Board table adjacent to the Friends table at the May 20 Southside event. It was also suggested that there be a "wall of notes," perhaps with butcher/notetaking paper instead of a whiteboard where comments could be recorded. This could be turned into an "art object" that could be used in an Ad and also in further constituent research. Possibilities included a person to take notes and survey the participants, even using a tape recorder. Talking points and questions need to be created. Need of Spanish speakers was pointed out. Staffing from knowledgeable Board and volunteers will be needed. Josh and Latifah will work on this.

Future listening sessions could be held through Councilor Town Hall meetings or out in the community, such as GCCC, Ft. Marcy and Music on the Hill, etc., going to people who do not use the libraries. It was brought up that the Library Board could do some early on, but the point of an assessment is to have professionals conducting the surveys and tabulating the information. This also gives legitimacy to the independent survey.

The Friends have Moira's funding letter and request for donations on their website. Discussion was held about creating a timeline on the Assessment and how to promote it. Josh suggested a full page in the Santa Fe New Mexican.

Pat shared her concern about the meeting set up with the Editor of the New Mexican on the Year of the Library and the timing as there are no firm plans on the Assessment to share; discussion was held. It was recommended that the meeting be postponed.

The Board agreed by unanimous voice vote to have David write a formal recommendation to go ahead with the Assessment to the Mayor, as they are appointed by the Mayor and are to bring forth Library issues to the Mayor and Council.

## **DIRECTOR'S REPORT**

Pat was asked to give the director's report. The City's budget is still in the works; meetings will continue through April 10.

No new staff were included in the 2017-18 Fiscal Year budget. The budget is basically a flat budget. The Library has requested adding benefits to all temporary positions. Without benefits, turnover is very high. The Library will not be adding any new positions or be allowed to activate the four positions not filled this past budget year. The current staff vacancies are being filled as quickly as possible. The Library is expecting several retirements in the next 12 months.

Pat discussed the effect of federal budget cuts. Federal funds are funneled through the State Library. The Library would be affected by any cuts to the State data bases, El Portal, and would have to come up with the funds for key data bases as Gale periodicals and Newsbank.

The May 20 Southside Anniversary celebration is growing quickly with over 15 tables for booths for non-profits signed up. The Friends of the Library have committed to \$4,000 and the Library has \$1,000 from the City endowment committed and many community asks for funding support are in the works.

It is key timing, as the Year of the Library/Southside Library Anniversary Celebration will be held on May 20. The event brings in the community and also is a kick off for the Summer Reading Program. Pat brought up the Celebration which will be opened by the Mayor and Councilors at 11:00 a.m. on the twentieth. She shared that the event would not have much time for explaining the need for an assessment nor ask for funding from the public.

**NEW BUSINESS**

No New Business

**OLD BUSINESS**

Old business was discussed in Director's report.

**DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on May 9, 2017 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

**ADJOURNMENT**

David made a motion to adjourn, seconded by Josh, which passed unanimously by voice vote. The meeting adjourned at approximately 6:50 p.m.

ACCEPTED BY:

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David Wagner, President

\_\_\_\_\_  
Patricia Hodapp, Recorder