



Agenda

DATE 8/1/17 TIME 2:45

SERVED BY Maria Finley

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**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, August 8, 2017  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
July 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
  - 2. Update on Resolution for Library Planning and Feasibility Study
- VIII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
July 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**

**Guest**

Wendy Hitt

**Staff Present**

Pat Hodapp, Library Director  
Maria Finley

**APPROVAL OF MINUTES**

Susan stated she wanted the minutes to reflect that at the June 13, 2017 Board meeting, the Board discussed the idea of having Margret Baca, and maybe Bae Smith, attend one of the Library Board meetings to give a presentation on Technical Services and Technology, respectively.

Rebecca Phillips stated she wanted the minutes to reflect that at the June 13, 2017 Board meeting the members discussed moving the Library Board meeting to La Farge once construction was complete.

Susan made a motion to approve the June 13, 2017 minutes with the additions, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

No President's report. David asked Pat to start with her report.

**DIRECTOR'S REPORT**

Pat reported that 1,149 children signed up for the Summer Reading program to date. There was an increase in the number of sign-ups by 48 children. Southside had the most, Main was second and La Farge was third.

Pat informed the Board that Library staff is looking to update the children's room policy. She shared that there was a situation that prompted the staff to look more closely at the policy. Pat brought up and read the children's policy that is in place in Denver. She stated that the revised children's policy would be sent to the Legal department for review. Rebecca Allahyari asked if a policy could be done for the teen area with different age parameters. Pat stated that was something that could also be worked on. It

was clarified that adults could get books to be checked out; however, they would not be allowed to remain in the area without a child. The other policy in place is that only adults with children or children can use the children's bathroom. In response to Susan's question regarding staff coverage in the children's room, Pat shared that ninety-nine percent of the time there is coverage. The only time a staff member would leave the children's room unattended would be to pick up a cart of books from downstairs.

## **NEW BUSINESS**

Pat reported that the Resolution for a Planning and Feasibility Study is scheduled to go to Public Works on July 24, 2017, Finance on July 31, 2017 and City Council on August 9, 2017. She shared that meeting times begin at 5:00 pm.

The Board members reviewed the Resolution and Fiscal Impact Report. The Board expressed concern with the dollar amount listed on the FIR. Pat explained that the FIR had to be filled out accurately and she put the exact dollar amount that had been raised by the Friends. In response to Latifah's question on the cost of the study, David stated he and Grace Brill did some research and figured the study would cost around \$100,000 for a community of this size. David shared if the \$70,000 is raised and the City funds the amount listed on the FIR, they would still be where they need to be. Pat stated she believed that as the Resolution and FIR moves through the committee process, changes could be made on the FIR to better reflect what would be needed to fund the assessment. She shared that bringing the Resolution and FIR to the Board for approval was the first step in getting the process started.

In response to Latifah's question regarding who is responsible for putting the RFP out, Pat stated that it will be someone assigned from the City to work with the Library. She shared it would be key for members of the Library Board to be involved to help either write it or get outside assistance.

Susan brought up the Resolution and asked Pat about the language that the Library Board members suggested to be put in the Resolution. Pat informed the Board that she sent the language suggested by the Board to a staff member in the legislative department for review. She shared that the legislative department reviewed the language and they wrote it to conform to City language and format. In response to Joshua's question regarding the cost of the Library assessment done in 1998, Pat stated she could not find the cost. She stated she would see if the company is still in business and call them to find out what the cost of the study was. Discussion was held. After discussion was held, Susan made a motion to accept and approve the FIR and Resolution as presented, seconded by Joshua, which passed unanimously by voice vote.

Wendy reported that the Friends Board did not meet in June. She brought up the constitutional scholar speaking at Main and Southside. She shared that the Friends removed their sponsorship and are no longer involved. Pat provided background information on the speaker and shared that all groups are welcome at the Library and the Library supports the First Amendment. She shared that anyone using the Library meeting rooms must follow the rules. Pat contacted the legal department to inform them about the situation. Wendy shared that programs sponsored by the Friends are always promoted as nonpartisan and educational. Rebecca Allahyari suggested inviting another speaker to talk about the constitution to give a different perspective.

## **OLD BUSINESS**

Rebecca Phillips thanked Pat for sending the strategic plan. Pat shared that the strategic plan is a living document. She reported that the State Library sent confirmation to her that they received the strategic plan and that the deadline was met. She stated that she will continue working with Library staff on the plan.

Pat updated the Board on Results-Based Accountability and shared that Maria is working with Library staff to choose the top five performance measures for the Library. The goal is to find out if the Library is providing what the public wants, meeting their needs, and who is better off because of what the Library provides.

Pat shared that the Library might be partnering with groups focused on helping teens look for jobs and educational opportunities. She also brought up a GED program that is available from the Gale Company. She shared that the GED program offered by Gale is a Library- based program. Pat informed the Board that the Library does not have the resources at this time to commit to this program. She informed Chris Sanchez about the program and he will take the information to the Public Schools to see if they would like to work on this project.

In response to a question regarding the meetings coming up and having two Library Board vacancies, Pat stated a press release was sent out. The posting is also on the Library website. Interested applicants have until July 31, 2017 to apply. Pat informed the Board members that they would be able to review submitted applications and set up interviews after July 31<sup>st</sup>.

## **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on August 8, 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**

Rebecca Phillips made a motion to adjourn, seconded by Susan, which passed unanimously by voice vote. The meeting adjourned at approximately 7:10 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder