



Agenda

DATE 1/2/18 TIME 11:45

SERVED BY Maria Finley

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, January 9, 2018
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
December 12, 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 RFP
 - 2. Update on Library Needs/Services
- 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
December 12, 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 5:45 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:

<u>Members Present</u>	<u>Excused</u>	<u>Guest</u>	<u>Staff Present</u>
Rebecca Allahyari, V.P.	Latifah Phillips	Moira Gehring	Pat Hodapp,
Carlo Brady	Rebecca Phillips		Library Director
Susan Gilbert			
Marie Schow			
David Wagner, President			

APPROVAL OF MINUTES

Susan made a motion to approve the November 14, 2017 minutes, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David brought up the draft RFP document and shared that the subcommittee and Moira met to work on the document. He shared that there will be two appendices; appendix one will include City information and appendix two will include library information. The City demographics can be provided by a city staff person upon request to be included in the first appendix. Pat will provide the library information to be included in the second appendix. Discussion was held on wording and how much information should be included in the RFP.

In response to a question regarding the release date for the RFP, David stated he would like to call a special meeting to approve the document once it is finalized. Pat stated that a 72 hour notice will need to be given for a special meeting. She shared that Chris suggested a longer review period to ensure the document is complete. In addition, it will take some time to get it through purchasing as they will need to review the RFP to ensure the document is correct. Pat stated due to the absence of the Purchasing Director, the process might be slowed down. After discussion was held, the Board agreed to have a special meeting scheduled in the coming week to approve the final RFP.

David brought up the fundraising letter written by the Friends. It was made clear that the ask is coming from the Friends; however, each Library Board member will be distributing the letters to their acquaintances in an effort to show their involvement and support to raise funds for the study. In response to a question regarding the tracking of donations, Moira stated she will track that information. She will circulate a list so that the

Board members can send thank you letters to their contacts who donate. The Friends will also send out thank you letters. Moira shared that the P.O. Box is never used for fundraising and stated any donations sent to the P.O. Box will probably be for the study.

DIRECTOR'S REPORT

Pat reported that interviews are being held for the Library Services Director position and the Reference Library Section Manager position; both positions are located at Main. Pat shared that there are internal candidates who applied for both positions. The Board was informed that the Library Technical Services Director position has also been posted.

Pat brought up the 30th anniversary celebration held for the Main Library and stated that the event went well. Councilor Lindell read a proclamation and Councilor Villarreal also spoke at the event. Over eighty-five people attended. Pat shared that Marcy Litzenberg, former Library Director, was also in attendance.

Pat brought up budget and shared that the library is halfway through the City's budget cycle. The budget review showed that the library is on track with spending. Pat stated that Margret is putting everything in place for the person who will be replacing her. In response to a question regarding if there is someone on her team to take over when she leaves, Pat shared Ally Aran will be handling acquisitions and Gail Vigil will be handling financial matters on a temporary basis.

The public events to be held for Scott N. Momaday and George RR Martin was brought up. In response to a question regarding next steps for a fundraiser to benefit the Library, Pat shared that Chris needs to meet with the Mayor to discuss that possibility. In response to a question regarding if there is a committee to help plan the event, Pat shared that Wendy and Edelma are willing to be involved with the fundraising event. In regards to the public event, the committee who selected the winners is willing to work on that part. Discussion was held.

Pat reported that the Brindle Foundation has given the library \$30,000 for Books and Babies. She shared that Bi-lingual Books and Babies will be funded through the Baby Fund of the Santa Fe Community Foundation. The award amount is \$8,000.

NEW BUSINESS

No new business.

OLD BUSINESS

There was no report on library needs and services.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on January 9, 2018 in the Pick Room, 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 Susan, which passed unanimously by voice vote. The meeting adjourned at approximately 7:00 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder