



Agenda DATE 5/23/18 TIME 10:21

PREPARED BY Mani Finley

APPROVED BY [Signature]

**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, May 29, 2018  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
April 10, 2018
- IV. PUBLIC COMMENT
- V. PRESIDENT'S REPORT
- VI. DIRECTOR'S REPORT
- VII. NEW BUSINESS
  1. Approval to move selected RFP applicant forward in City process
  2. Friends Board report
- VIII. OLD BUSINESS
  1. Update on Library Needs/Services
- VIII. DATE OF NEXT BOARD MEETING
- X. 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  
April 10, 2018  
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 5:53 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		Pat Hodapp, Library Director
Carlo Brady	Marie Schow		Maria Finley
Susan Gilbert			
Rebecca Phillips			
David Wagner, President			

**APPROVAL OF AGENDA**

Carlo made a motion to approve the April 10, 2018 agenda, seconded by Susan, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Rebecca Allahyari made a motion to approve the March 13, 2018 minutes, seconded by Carlo, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David brought up the RFP and stated changes were made to the dates in the RFP schedule. Pat went over the schedule and informed the Board that they need to have evaluation sheets in to library staff by April 20, so that the sheets can be tallied. After library staff tally the sheets, they will be sent to purchasing. Purchasing will also tally the sheets and provide us with the evaluation scores. Library staff will contact the top three applicants to set up the interviews. Rebecca Allahyari stated she would like for the presentations to be structured. She recommended that the presentations be between twenty to thirty minutes with an additional thirty minutes for questions and answers from the Board.

David brought up funding and stated that the last email he sent to the Friends was regarding applying for an LANL grant. He shared he has not heard back and the first quarter has passed. Pat stated that we can ask the Friends to be the library's fiscal agent. She shared that Mark Galassi applied for a grant for his coding classes and the Friends are the fiscal agent. He received \$2,500 to buy equipment for the coding classes.

Pat stated that she and Chris had a meeting with the Friends co-Presidents, Edelma Huntley and Linda Mowbray. They were informed that the Friends will not be applying

for any grants for the next six months to a year. The Friends did turn in a grant for the Santa Fe Community Foundation regarding summer reading and results based accountability, however, they have not heard back regarding the grant. Pat shared that a site visit was done.

Susan shared she spoke with Linda at the Friends annual meeting and Linda suggested that it would be nice to have a Library Board member attend the Friends Board meetings. After discussion was held, David, Susan and Carlo volunteered to represent the Library Board. They will coordinate to make sure one of them is always at a meeting.

It was brought up that there should be a Memorandum of Understanding between the Library and the Friends to define roles. Pat said there are no records of an MOU and stated that Chris is in the process of setting standards and MOU's with all of the non-profits who support city agencies. Discussion was held.

### **DIRECTOR'S REPORT**

Pat reported on the RFP technical assistance training. She shared that there were two local companies present and one company by phone. Pat stated that the questions and answers that came up during the training are posted on City's website under BID/RFP.

Pat shared that the library is in need of volunteers to staff the Fiesta Para Bebés event. She will send an email to all Library Board members with the information. Pat asked them to let her know if they are available to help.

Pat reported that she is working on a mid-year grant report that is due in June to the Santa Fe Community Foundation regarding the Baby Grant. She shared that the grant money has to be spent by September.

Pat stated that it is National Library Week. This Thursday, the library will kick-off checking out the new culture pass, called S.T.E.P., to patrons. The Department of Cultural Affairs and State Library worked together to provide this pass. This pass provides free admission for up to six people at the Georgia O'Keefe Museum, IAIA, Santa Fe Botanical Gardens, and the Santa Fe Children's Museum. The pass can be checked out for up to fourteen days.

Pat informed the Board that the library had to ban a patron for a year due to violent behavior and another patron for six months due to verbally abusing staff.

Pat reported that she was called late at night due to an alarm going off at La Farge. She and Kathryn went to meet the police. The police found that a man was sleeping in the patio area.

### **NEW BUSINESS**

Pat reported that the Friends are doing a series of potlucks over the summer and into the fall. Members will be selected at random from a list to attend the potluck.

Pat shared that the Friends are in the process of developing a plan regarding fundraising for the year.

**OLD BUSINESS**

Pat reported that the Explore! Center has been painted. A work order to move old items out of the room has been placed.

Pat reported that the skylight at the Main Library is being replaced. The library may need to be closed for up to a day and a half.

**DATE OF NEXT BOARD MEETING**

Rebecca Phillips made a motion to move the regularly scheduled May 8, 2018 Library Board meeting to May 22, 2018, and have a special Library Board meeting on May 8, 2018 for the interviews with the top three RFP applicants, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

The special Library Board meeting will be held on May 8, 2018 in the Community Room, Main Library, 145 Washington Avenue, Santa Fe, at 1:00 p.m.

The regularly scheduled meeting will be held on May 22, 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**

Rebecca Phillips made a motion to adjourn, seconded by Carlo, which passed unanimously by voice vote. The meeting adjourned at approximately 7:01 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder