



# Agenda

## SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library  
145 Washington Avenue  
Pick Room

Tuesday, September 11, 2018  
5:45 p.m.

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
August 14, 2018
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  1. Information Item – Friends Board Report
- VIII. OLD BUSINESS
  1. Discussion Item – Update on Funding from Friends for the Library Planning Study
- 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.

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: 09/04/2018

TIME: 10:45 AM

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
August 14, 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 5:50 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:

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

**APPROVAL OF AGENDA**

Susan made a motion to approve the August 14, 2018 agenda, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Latifah made a motion to approve the July 10 minutes, seconded by Susan, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

No report.

**DIRECTOR'S REPORT**

Pat reported on the flooding at La Farge. Fifteen hundred books were damaged beyond repair. Kathryn Spangle purchased a dehumidifier to help get rid of the moisture. Staff is going through every book. Pat praised city maintenance staff who were there to help assist with cleaning and repairs. Pat said they are waiting for air quality testing. Once they have the results back that the air is okay, La Farge will open.

Congressman Ben Ray Lujan offered to replace the children's books through the Library of Congress program. Pat said Congressman Lujan offered to pay for the shipping.

Moira said the Friends did a Facebook campaign and reached around thirty thousand people.

**NEW BUSINESS**

The Board discussed setting a time limit for Library Board meetings. They were informed that if they had a specific time limit set from 5:45 p.m. to 7:45 p.m., they would have to adhere to the time limit set. No action was taken on setting the time limit. The

Board members unanimously agreed to keep the start time at 5:45 p.m. with no end time set.

Pat reported on the fundraising efforts for La Farge held by Casa Chimayo and Violet Crown. Casa Chimayo raised \$244.00. She shared that the staff from Casa Chimayo and Violet Crown were very nice and helpful. Some library staff and Linda Mowbray attended both fundraisers. Pat shared that the numbers are not available from Violet Crown. In addition to the two fundraising events held, Fire and Hops offered to have a fundraising event which will be held on September 19, 2018. Pat will send out the information. With the Friends helping to get the word out, there have been a lot of donations coming in.

Moira reported that the Friends are working with the May Center to sponsor an event at the Lensic on June 6, 2019; Temple Grandin will be the featured speaker. Moira shared that donations continue to come in for La Farge. She said that it is hard for the Friends to generate anything other than monthly reports. They only generate monthly reports that are reconciled with their checking accounts. Moira invited all in attendance to the Leonard Bernstein book event being held by the Friends on the 23<sup>rd</sup>. This fundraiser is being held to raise money for the children's reading programs.

### **OLD BUSINESS**

David asked Nick to provide an update on the Library Planning Study. Nick shared he will be the interim Community Services Director for another three to four weeks. He shared that the attorney for the Friends of the Library, the City Attorney and he all met and have been exchanging emails. Nick said he was advised by the City Attorney to not discuss the details and shared that things are moving forward and they are confident that they can come to an agreement. Once the agreement is in place, the Study can move forward.

In response to Latifah's question regarding a timeline, Nick said he cannot give a timeline other than they know it is important and are moving as fast as they can.

In response to David's question regarding Godfrey's feelings about this, Pat said she is not allowed to talk to them. Nick said there is a contract with Godfrey's; however there is not a purchase order.

Latifah expressed her frustration and concerns with not being able to move forward with the study. Nick said that the City needs to have an agreement with the Friends for them to fund the study. He shared the Friends are not comfortable with giving the City funding until an agreement is in place. The City cannot request a purchase requisition and approve a purchase order without the funding from the Friends. Nick said he has been in the Director position for about seven weeks and when he was made aware that there was not an agreement in place during a meeting, it occurred to him that there should have been an agreement all along. Discussion was held.

Susan asked if Godfrey's could be contacted to inform them of the delay and make sure they have the staff available. Nick stated he would contact them.

Latifah brought up her concern in regards to timing and planning for the budget. She shared her experience working with the District and State and how they would have to plan very early. She expressed her concern with the study not moving forward and

budget planning for the City based on the completion of the study. She said working in government she knows that it does not always move quickly and when there are partnerships it is important to have strong relationships. Latifah said it was interesting to hear that lawyers are involved. She believes in agreements because it is a way to keep things clear. She said she is not sure what has led to the holdup and thinks that the relationship between the Friends and the Library is a critical relationship and it cannot function this way. As a Board member she encouraged the City and the Friends to work this out as it has taken over a year to get to this point because she would like to get this study done for the City and the community of Santa Fe.

Nick shared that the staff is also excited to get this study started and they are moving as quickly as they can. He said that the budget planning for the City starts in January.

Latifah asked if there was a document between the Friends as the foundation. She explained when she was at the District they had a document for the foundation that discussed the role of the Education Foundation. Moira stated the Friends are not willing to consider that at this time. Moira explained that the Friends are an independent group founded in 1974 to advocate for the Library without any input from the Library or the City.

Latifah stated that as a Board member she knows that the Friends of the Library are a common support in all City Libraries and if this foundation is not the foundation for the Library she asked if the Library needs one and what steps should be taken to have an official foundation.

Moira stated that the Friends are a 501c3 and they support one organization. All of the money with exception to administrative costs goes to the Santa Fe Public Library and that is in the bylaws. She said they initially were not a fundraising organization but they have evolved to that as the need has grown.

Latifah thanked Moira for clarifying and said she wanted to share her thoughts on the importance of foundations in the work that she has done. It is an important role. She said it is okay if it is not the Friends role as created, but does think it is an important role for the Library. She brought up the idea of having a foundation for the library to do the fundraising support activities that the library is not able to do as a public entity. Latifah said from her experience there were things that could not be done at the District and State level and they really relied on partnerships.

Moira said there are things the library could not do without the Friends. She said the Friends give the library between \$150,000 to \$200,000 a year and if we want to start a foundation that is a completely different thing.

Susan said that part of the RFP process will be looking at governance and financial structure to help move the library forward.

Moira shared that Albuquerque has both a Friends group and foundation.

Rebecca Allahyari shared her thoughts on having an MOU. She said it is useful for different relationships and can be constructive for building positive relationships and alliances. Moira said that an MOU would not have changed the current situation.

David asked Latifah for her thoughts on the funding and asked if it was clear from the beginning on how the study would be funded; half by the City and half by the Friends. Latifah said it makes sense but anytime there is a partnership you have to be thoughtful about how involved you get and agree on the big picture and then let the City and staff do their jobs. David said he was trying to figure out what went wrong. Latifah shared that donors can give stipulations on their money and it is important to know at the beginning. She thought there was an understanding due to the fundraising and the grassroots type effort to pull the funding together.

Moira said there are some donors who have some issues with what they have seen in the contract. The other issue was that the Friends were not included in the selection process erroneously. She said there was absolutely no reason that the Friends should not have been included and those were the two big issues.

David said it was a retro issue and now sounds like the funding is being held due to something that happened at the beginning. Moira said they are being reasonable and are willing to have the study done by Godfrey's. She said mistakes were made and they are trying to work forward to ensure that this is a transparent process going forward and that everyone is on a level playing field.

Pat asked Nick to clarify the selection process. She shared that Chris Sanchez, the interim Director of Community Services at the time, asked purchasing who could serve on the selection committee. Pat was told that only City staff and the Library Board could serve on the committee. Pat said she was not involved in the selection process and did not evaluate or vote on any of the proposals.

Nick shared that he sat on a selection committee for tourism and there were some hotels that were involved. He clarified that people from the outside can be involved in the selection process. Moira said when she called purchasing she was told yes. Rebecca Allahyari said her understanding is that there was not an effort to exclude the Friends and thinks it is important to have that on the table.

David brought up the funds that were raised. He said he wants to make sure that it is understood that the funds under question were raised from the community to fund the study. Susan clarified that the Friends committed to \$15,000 of the \$37,000 and the rest was raised. Moira confirmed that \$15,000 was from the Friends. She said there are two donors with problems who want their money back given how things are. Moira shared she is not in a place she wants to be and is working toward moving forward in a way so that the donors are happy. She said the Library Board did not completely give and the Friends Board did. The contributions as Boards' pale in comparison to the big numbers that came in and she knows the donors. She shared she has a fiduciary responsibility to the donors.

David referenced the July 10, 2018 Library Board minutes and said that there were contradictions. He said one of the major issues that had come up was the issue of not involving the Friends. He said that he had always made it clear that there would be Friends members involved in the administration of the study and Linda had said that was not correct.

David asked Moira if it was correct to say that the donors have only spoken to Moira and have not spoken to him or Susan. Moira said they do not want to. David stated

there is a contradiction about what happened and they have only heard her side. Moira stated no and said the issue came up when they read the contract. Latifah asked if there was something that the Board could clarify for them. Moira shared since the contract between the City and Godfrey's is executed, she hopes the side agreement will address some of these things.

Susan brought up the strategic planning committee and said the committee has not been defined and she hopes that Moira understands that the Friends will be represented on that committee.

Moira referenced the Friends minutes and said the minutes reflect David requesting help with surveys and town hall meetings. Moira said what the Friends wanted was clarification. She also said this is a side issue and is not the crux of the issue. She said she wants to get this worked out and is surprised it has taken this long.

In response to Latifah's question regarding if Moira was speaking on behalf of the Friends Board, Moira said she was. Latifah shared that she believes in agreements and her hope is that this works in a way without compromising the role of what the administrative staff are supposed to be doing. She stated in government, money donations are relied on and strategic partnerships are critical but she also believes that the integrity of the library has to be maintained. She would be disappointed if we agreed to things that administratively do not follow good practice for what a donor relationship should look like. She also said she would be very disappointed if the study cannot move forward and although she does not know the details of what the donors have a problem with, she does not think our hands should be tied. She stated it is unfortunate that it has come to this and she has worked for people who have had to turn donations away when it was not going to work because it did not follow a best practice. Her hope is that this can be worked out.

#### **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on September 11, 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 Allahyari made a motion to adjourn, seconded by Carlo, which passed unanimously by voice vote. The meeting adjourned at approximately 6:57 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder