



# Agenda

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room**

**Monday, December 10, 2018  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
October 9, 2018
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
  1. Introductions – Community Services Director and Interim Library Services Director
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  1. Action Item – Approval of 2019 Library Board Meeting Dates
  2. Action Item – Approval of 2019 List of Library Holiday Closings
  3. Discussion Item – Library Board Vacancies
  4. Information Item – Friends Board Report
- VIII. OLD BUSINESS
  1. Discussion Item – Update on 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: 12/04/2018**

**TIME: 8:14 AM**

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
October 9, 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 Vice President Rebecca Allahyari at approximately 5:46 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>
Susan Gilbert	Latifah Phillips	Linda Mowbray	Pat Hodapp, Library Director
Marie Schow	David Wagner, President		Maria Finley
Rebecca Phillips			
Rebecca Allahyari, V.P.			
Carlo Brady			

**APPROVAL OF AGENDA**

Rebecca Phillips made a motion to approve the October 9, 2018 agenda, seconded by Susan, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Marie made a motion to approve the September 11, 2018 minutes, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

**PRESIDENT’S REPORT**

There was not a President’s report.

**DIRECTOR’S REPORT**

Pat updated the Board on staffing. She shared that interviews are being held and there are a couple of postings that have closed. She said the library is moving as quickly as possible to fill vacant positions.

Pat reported on the drug issue and said there are high incidents of needle use in the libraries. She shared the library is not alone when dealing with this issue as this is a citywide issue. Sharp containers have been installed in the restrooms to minimize the risk of custodial staff being pricked. The guards and staff are all aware of the issue. Pat stated that Matt Ross, Public Information Officer, is responding to an inquiry from KRQE news regarding this issue.

Pat reported on La Farge and shared this past Sunday they had 275 patron visits and that they have surpassed Southside. She said La Farge looks good and the books that were ordered to replace the damaged books are coming in. The flooding did not damage any blinds, shelving or furniture. They were able to dry and clean the shelves that got wet. They will be purchasing chairs that need to be replaced in the adult area

and the funding will come from the Friends. In response to Marie's question about the funding from the Friends and if it is the extra money that was raised due to the flooding, Pat said no. Linda shared the Friends have a furniture line that is used.

Pat brought up programming and shared that teen programs are being held at La Farge. She said Jessica Gulliford has been working with Guadalupe Credit Union and is bringing in teen programs that teach about financial literacy. Staff are pleased with the programs and would like to duplicate that effort at Southside.

Pat shared there will be a month-long series of programs that will be held at all three libraries starting in November. Brita Sauer worked with Bruce Mergele to put together a program about internment camps in New Mexico. Pat mentioned a few of the events and said the programs will include book reviews, a book talk by a children's author, and speakers.

In response to a question regarding Brita's role, Pat said she is the Library Services Director at Main. She shared that Brita was a branch manager in Albuquerque and was responsible for programming there. Pat stated she has brought her expertise to the library which is excellent and very encouraging to staff to have them involved.

Rebecca Phillips brought up meeting library staff and asked if there was a way for the Library Board to meet the staff. Pat said it can be looked at once new staff have been hired.

Pat brought up results-based accountability and shared Maria is working with library staff on what data will be collected to show the work done with the public.

Pat reported that Books and Babies has started for the fall. Spanish Bi-lingual Books and Babies, with coordinator Jordan Wax, has also started and will continue through November. Pat said she needs to compare the budget to what has been spent to determine how long into the fall it can continue.

In response to Susan's question regarding the data being collected for results-based accountability, it was explained that reference, children's and circulation staff all came up with performance measures to be tracked. Pat shared that staff will be keeping statistics and surveys are also being given to patrons to gather information. This is a way to show how much the library did, how well it was done, and who is better off. Discussion was held.

Rebecca Phillips said that the seed library was mentioned on the news this evening. Pat shared that the seed library is another project Brita is working on. She said Brita did a wonderful interview with a writer from the New Mexican. Brita will be holding two community meetings for community members to gather and offer input. Pat shared many gardening groups have evidenced interest.

## **NEW BUSINESS**

No Friends report.

## **OLD BUSINESS**

Linda reported on the update for funding from the Friends for the library planning study. She said that she received an agreement from the City that she will sign and take to

City Hall on Wednesday. Linda stated once she receives a fully executed copy, she will write the check and things finally may be underway with everything they have asked for. She said they are pleased and hope everyone is pleased and she thinks the Library Board will be happy with the way things are going and that there will be a steering committee.

In response to Rebecca Phillips question regarding seeing the signed agreement, Pat said it will become public record once both parties have signed. In response to Marie's question regarding moving forward and contacting Godfrey's, Pat said the City needs to appoint their side of the committee. The Board will be notified once there is an update.

Susan informed the Library Board that this will be her last meeting and thanked everyone. She said the County will need to be contacted about her vacancy. Pat and the Library Board thanked Susan for serving on the Board. Pat said since Susan's position is a County seat, the County will nominate someone.

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

The next regularly scheduled meeting will be held on November 13, 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**

Susan made a motion to adjourn, seconded by Rebecca Phillips, which passed unanimously by voice vote. The meeting adjourned at approximately 6:19 p.m.

ACCEPTED BY:

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Rebecca Allahyari, Vice President

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Maria Finley, Recorder

**SANTA FE PUBLIC LIBRARY  
LIBRARY BOARD 2019 MEETINGS  
MEETINGS ARE HELD 3<sup>rd</sup> WEDNESDAYS AT THE MAIN LIBRARY AT 5:45 PM**

**January 16<sup>th</sup>  
February 20<sup>th</sup>  
March 20<sup>th</sup>  
April 17<sup>th</sup>  
May 15<sup>th</sup>  
June 19<sup>th</sup>  
July 17<sup>th</sup>  
August 21<sup>ST</sup>  
September 18<sup>th</sup>  
October 16<sup>th</sup>  
November 20<sup>th</sup>  
December 18<sup>th</sup>**

## Library Holiday Closings, 2019

<b>Date</b>	<b>Holiday</b>	<b>Main</b>	<b>La Farge</b>	<b>Southside</b>
Tues, Jan 1, 2019	New Year's Day	Closed	Closed	Closed
Mon, Jan 21	Martin Luther King Jr. Day	Closed	Closed	Closed
Mon, May 27	Memorial Day	Closed	Closed	Closed
Thur, July 4	Independence Day	Closed	Closed	Closed
Mon, Sept 2	Labor Day	Closed	Closed	Closed
Fri, Sept 6	Santa Fe Fiesta	Closed at 1pm	Closed at 1pm	Closed at 1pm
Sat, Sept 7	Fiesta	Closed	Open	Open
Sun, Sept 8	Fiesta	Closed	Open	Open
Mon, Oct 14	Indigenous Peoples Day	Closed	Closed	Closed
Mon, Nov 11	Veterans Day	Closed	Closed	Closed
Thur, Nov 28	Thanksgiving Day	Closed	Closed	Closed
Fri, Nov 29	Presidents' Day (Observed)	Closed	Closed	Closed
Wed, Dec 25	Christmas Day	Closed	Closed	Closed

( ) Approved

( ) Not Approved

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Erik J. Litzenberg, City Manager

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Date