



Agenda

SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library
145 Washington Avenue
Pick Room

Wednesday, February 20, 2019
5:45 p.m.

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
January 16, 2019
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
 1. Discussion Item – List of Library Board Members Term of Office
 2. Discussion 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: February 13, 2019

TIME: 1:03 PM

**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
January 16, 2019
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:

Members Present

David Wagner, President
Rebecca Allahyari, Vice President
Rebecca Phillips
Marie Schow

Excused

Carlo Brady

Staff Present

Jeffrey Donlan, Interim Library Division Director
Maria Finley, Recorder

Guest

Jaap Vermeulen, Friends Representative

APPROVAL OF AGENDA

Rebecca Phillips made a motion to approve the January 16, 2019 agenda, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

APPROVAL OF MINUTES

Rebecca Phillips made a motion to approve the December 10, 2018 minutes, seconded by Marie, which passed unanimously by voice vote.

DIRECTOR'S REPORT

Jeff apologized for not having a report in the Library Board packet for the Board members to review. He said he will work on a report for the next meeting.

Jeff reported that the Library planning study is underway. He shared that Godfrey's has requested and received library information regarding annual reports, budget and expenditures, collection holdings, and personnel information. The personnel information is currently being updated by Human Resources and will be given to Godfrey's as soon as it is available.

Rebecca Phillips asked if there is a timeline. She said she knows that they are collecting data but it will be helpful, as Jeff fills them in, to see what the progress is on the project.

Jeff said the only timeline he knows of is that the first month is gathering information and in February they will start with other tasks. She also brought up reporting and said there were certain points when Godfrey's was going to report and it would be good for the Board to anticipate so that arrangements can be made. Jeff said he will find out from Godfrey's.

Jeff provided an update on staffing. He shared that the circulation manager position and a full-time library technician position at Southside have been filled. Southside still has one vacant library section manager position to fill. Jeff said he talked with Kyra about reclassifying that position. He would like to have a branch manager at each branch. He shared positions have been taken away in years past and explained the need to make changes.

In response to David's question regarding if Jeff's position at La Farge has been covered, Jeff stated no. Jeff said in addition to himself being interim, Bae Smith is the interim Technical Services Director, and Christina Stephenson is the interim Library Director at La Farge.

Jeff reported that Pat is retiring at the end of January and a search for a new Library Director will soon be underway. Jeff shared his ideas for spreading the word in the library community to be able to attract good candidates.

Rebecca Allahyari asked how deadlines are set for filling the position. Jeff said he does not know and believes that it will be up to Kyra and City administration.

Jeff said that he and Kyra met with the State Librarian. The State Librarian has agreed to facilitate a focus group with library staff to brainstorm and prioritize qualities that they would like to see in a new Director. Jeff shared that the process is just starting and suggested that it might be good for the Board to meet with the State Librarian as well.

Jeff brought up that the budget process will begin in February. He said staff will start preparing for this and enter in budget proposals when the software, OpenGov, is available for entering. Jeff shared that Kyra is going to try to get back some of the library positions that have been lost in the past. Jeff said he is working on an analysis to compare the number of staffing to the coverage needed for the number of hours the library is open. Due to low staffing levels, he stated it is a constant crisis situation to try to get coverage if staff call out or if they are on leave. He said there is no margin for error and it would help to get some of the positions back.

In response to David's question about the cut positions, Jeff shared that the library had sixty-four positions at one time. He said there are fifty-nine positions, however, four of those positions are currently unfunded.

Marie asked if the library receives any money from the State. Jeff said there is a State grant and the GO Bond. He said the GO Bond is every two years and has specific constraints.

Jeff reported that the system migration went well. He said a challenge right now is that the automatic telephoning machine is long outdated and is no longer supported. He shared Bae has been trying to purchase a new machine since 2017 and in the meantime has been replacing the parts to keep it going. The contract to get a new

machine is being reviewed by legal. Jeff is trying to arrange a meeting with legal to discuss the contract. Without the machine, the library will not be able to make automated calls to notify patrons about books that are on hold.

Jeff brought up Southside and said they had to close earlier than planned on New Year's Eve due to an issue with the fire sprinkler system. He said water was lost to the system and they erred on the side of safety and closed early. Jeff spoke to the Fire Marshal who confirmed that they could not be open without that, however, the staff was then put on fire watch for ten days. Jeff shared that every fifteen minutes a staff member had to circle the building and check the various rooms and sign a log sheet that it had been completed. The Fire Marshall was able to contact the fire company contracted with the City and the problem has been resolved.

Jeff brought up La Farge and shared that the staff there have done a great job of rearranging. He said security gates can be installed and it will be a great thing for all branches to have gates. This will help with alarms going off at the other locations as some library materials may not have been desensitized.

Jeff reported that the City Council approved an increase in spending for Hoopla from \$40,000 to \$72,000. Increasing the budget won't satisfy all of the demand, however, it will make a difference. He shared that they are also allocating more money into Overdrive to build the audiobook collection.

Jeff brought up the library materials budget and shared that they are behind on spending. He said that it is a serious issue for them and one of the reasons is due to not having an acquisitions librarian. He shared that the Technical Services Director position has been vacant for a while and she had assumed that role. He said they are coming up with a plan to spend the budget.

Jeff said that he will have a report ahead of time so that the Board members can review and ask any questions they may have. Rebecca Phillips requested having a statement of goals for the year. Jeff shared his goal right now is preparing a good budget, making the best appeals for more support and searching for a new Director.

PRESIDENT'S REPORT

David reported that the interview subcommittee will be meeting to interview candidates for the City vacancy on the Library Board. In response to Marie's question regarding the County vacancy, David said that the County will recommend someone to be appointed.

In response to Rebecca Phillips question if there has been official notification from the County, Jeff stated no. After discussion was held, it was agreed that the interview subcommittee will submit their recommendation to library staff to be sent to the Mayor for approval.

NEW BUSINESS

Jaap reported that the Friends annual meeting will be held at the Woman's Club on January 27th and shared that David Morrell will be the guest speaker. Jaap said to get the Friends Board a little bit more into the 21st century, he has scheduled a class (google docs) with library staff. He said he will also try to have reports for the Library Board so that they can review and ask any questions they may have. He will soon be the Friends co-president.

OLD BUSINESS

The update on the Library Planning Study was reported in the Director's report.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on February 20, 2019 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 Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:32 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder

Director Report

Library Board meeting February 2019

1. Library board vacancies
 - a. Recommendation memo sent to mayor's office for vacant city seat.
2. Library planning study
 - a. Team of four consultants visiting Feb. 26-28 for site visits, and staff and community focus groups, steering committee meeting.
3. Staffing
 - a. Bae Smith, library systems administrator and interim technical services director, has left for a new job as supervisor of collections for Berkeley Public Library in California.
 - b. La Farge added a part-time library tech.
 - c. Current staff vacancies to fill:
 - i. Library division director
 - ii. Technical services director
 - iii. Library systems administrator
 - iv. Library services director (branch manager at Southside)
 - v. Acquisitions librarian (a new proposal, for a position we used to have)
 - vi. Part-time reference librarian (temporary position, but trying to reclassify)
4. IT
 - a. Walking on eggshells for now without Bae. Contract in the works for our library software vendor to do some of Bae's system maintenance work until we can replace her.
 - b. Trying again with the legal department to approve contract for new Teleforms machine (which is our automated phone caller for holds and overdues).
 - c. Planning for new self-check kiosks and new staff computers.
5. Facilities
 - a. Southside—Fire and security system problems were addressed. Nagging things remain, such as a broken PA system used at the end of the day, and a constant alarm tone from the server room from a failing battery backup unit that CenturyLink hasn't yet fixed.
 - b. Main—Status quo (which is not to say "good").
 - c. La Farge—staff continues to reorganize their space, and it is a completely different experience to walk through the door. We met with Bibliotheca reps (who provide the self-check kiosks and security gates) to look at how to install security gates there.
6. Budget
 - a. City budget process was accelerated, and we had to get our proposals in by Feb. 8. We were asked to submit a maintenance budget plus scenarios for a 5% reduction (which for us would involve not filling positions, and closures to save on security personnel costs). We submitted a list of capital needs, most of which are needed repairs of longstanding—such as Main library roof, elevators, and HVAC; Main staff door and exterior woodwork; Southside cistern/irrigation system (which failed years ago and all the trees have died).

LIBRARY BOARD

NAME	TERM OF OFFICE	
Allahyari, Rebecca (County Resident)	07/2016	07/2019
Brady, Carlo	07/2016	07/2019
Vacant (County Resident)	07/2016	07/2019
Vacant (City Resident)	07/2016	07/2019
Phillips, Rebecca	07/2018	07/2021
Schow, Marie	07/2018	07/2021
Wagner, David	07/2016	07/2019