



Agenda

DATE 10/31/16 TIME 2:09r

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**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, November 8, 2016  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
September 13, 2016
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
  1. Approval of 2017 Library Holiday Closings
  2. Approval of 2017 Library Board Meeting Dates
  3. Friends Board Report
- VI. OLD BUSINESS
  1. Update on Library Needs/Services
- VII. 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  
September 13, 2016  
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 Community Room, at the Southside Branch Library, 6599 Jaguar Drive.

**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>
Grace Brill	Rebecca Allahyari, V.P.	Wendy Hitt	Pat Hodapp, Library Director
Nina Callanan			
Susan Gilbert			
Latifah Phillips			
Rebecca Phillips			
David Wagner, President			

**APPROVAL OF MINUTES**

Grace made a motion to approve the July 12, 2016 minutes, seconded by Rebecca Phillips, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David welcomed new Board member Susan Gilbert, representative for the County. Susan shared that she has lived in Santa Fe for two years after retiring from Mercer, a Human Resources consulting firm. She stated she currently volunteers at Kitchen Angels and was involved in adult literacy for seven years when she was on a Board in Pittsburgh. She stated she was excited to be a part of the Library Board and thanked the Board.

David provided Susan with background information regarding La Farge and shared that the Library Board has been working on requesting funding for a study. The study is needed to be able to come up with a plan for the future of the Library system. He shared that the request will need to be approved by the Mayor and City Council. In response to Susan's question regarding the cost of the study, David stated it could be anywhere from \$65,000 to \$100,000. Grace stated it was dependent on the scope. Pat shared that Councilor Rivera is in the process of setting up a meeting with her, Isaac Pino, and the assistant City Attorney to discuss funding ideas. Pat stated she would inform David of the meeting so he could attend.

David stated that he and Grace set up a dropbox account and there are documents that the Board members can review. Grace shared that the 2010 study completed by the State Library was one of the documents available for review. David stated he would email the Board members the link so they could access the documents. Discussion was held.

David stated that he and Grace discussed the idea of having an orientation for new Board members and would like to invite a facilitator. This would be an opportunity to bring the members up-to-date on what the Board has been working on. It would also be an

opportunity for the Board to come to a consensus regarding a plan. After discussion was held, it was agreed that Pat would confirm that the orientation could be held on October 10, from 10:00 a.m. to 2:00 p.m. It was agreed that if the Board met on October 10, the Board meeting scheduled for October 11, would be canceled.

## **DIRECTOR'S REPORT**

Pat shared that she met with the City Manager to discuss the staffing situation throughout the Library system. She informed him that the Library would meet the required budget savings. Her proposal to fill five vacancies and a reorganization of two positions, to be able to provide public service, was approved. Pat went over the five positions that were advertised for.

Pat stated that she is waiting to hear from the County regarding the gift they give to the Library every year. She shared with the new Board members that the Library serves all of the City and County; however, according to the State, the legal service area is only the City of Santa Fe. She stated twenty percent of Library card holders are County residents. In response to Susan's question regarding if the County is aware of the number of users, Pat stated that they have been informed. She also stated that staff is currently working on a report to provide to the County by the Fall.

The children's librarians are compiling statistics of how many Schools took part in the Summer reading program as well as how many children from each School participated. The librarians are working on ideas on what to give the Schools for participating. Santa Fe Century supported the Library by donating money for the bicycles. They plan to support the Library again next year. Pat shared that letters went out to donors thanking them for their donations.

In response to Grace's question regarding her position on the Board, Pat stated that there were two applicants interested in serving on the Library Board. Pat asked for volunteers to serve on the interview committee to set up interviews to be able to move forward.

In response to David's question regarding the literary award, Pat stated that a letter was being prepared to be sent to the Mayor. She shared that Jamie McGrath Morris is hosting a dinner with authors and offered to have the award presented at the dinner. Pat stated it would be an event of authors with an author being honored.

Pat stated that the assessment, which was done by the New Mexico Library Association and the State Library, will be presented on October 30, at the Marriott.

## **NEW BUSINESS**

Wendy reported that the Friends will be raising their membership levels starting the first of the year. This change was announced in the newsletter. She stated that the Friends have relied on big donations to fund the budget; however, there were not many this year. The Friends are coming up with different ideas on ways to raise money. The Santa Fe Community Foundation awarded \$10,000 to the Library last year; however, they were not able to re-apply this year since they received funding last year. Wendy shared with the Board upcoming events which are posted on their website.

## **OLD BUSINESS**

Pat received the bid for the re-wiring of La Farge. She hopes that the re-wiring and the ADA project can be done at the same time. This would reduce the time that the Library is closed to the public. Pat is currently waiting on a bid for re-wiring the second floor at Main. In response to David's question regarding the amount allocated for La Farge, Pat stated it would be about \$40,000.

Pat shared that a donation was made to re-carpet the Reichman/Satin art gallery. The re-carpeting will begin November 14, and will take one month to complete.

**DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on October 11, 2016 in the Pick Room, at the 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 Susan, 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

## Library Holiday Closings, 2017

<b>Date</b>	<b>Holiday</b>	<b>Main</b>	<b>La Farge</b>	<b>Southside</b>
Sun, Jan 1, 2017	New Year's Day	Closed	Closed	Closed
Mon, Jan 2	New Year's Day (Observed)	Closed	Closed	Closed
Mon, Jan 16	Martin Luther King Jr. Day	Closed	Closed	Closed
Mon, May 29	Memorial Day	Closed	Closed	Closed
Tues, July 4	Independence Day	Closed	Closed	Closed
Mon, Sept 4	Labor Day	Closed	Closed	Closed
Fri, Sept 8	Santa Fe Fiesta	Closed at 1pm	Closed at 1pm	Closed at 1pm
Sat, Sept 9	Fiesta	Closed	Open	Open
Sun, Sept 10	Fiesta	Closed	Closed	Open
Mon, Oct 9	Columbus Day/Indigenous Peoples Day	Closed	Closed	Closed
Fri, Nov 10	Veterans Day (Observed)	Closed	Closed	Closed
Thur, Nov 23	Thanksgiving	Closed	Closed	Closed
Fri, Nov 24	Presidents' Day (Observed)	Closed	Closed	Closed
Mon, Dec 25	Christmas Day	Closed	Closed	Closed
Mon, Jan 1, 2018	New Year's Day	Closed	Closed	Closed

( ) Approved

( ) Not Approved

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Brian K. Snyder, City Manager

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Date

**SANTA FE PUBLIC LIBRARY  
LIBRARY BOARD 2017 MEETINGS  
MEETINGS ARE HELD 2<sup>ND</sup> TUESDAYS AT THE MAIN LIBRARY AT 5:45 PM**

**January 10<sup>th</sup>  
February 14<sup>th</sup>  
March 14<sup>th</sup>  
April 11<sup>th</sup>  
May 9<sup>th</sup>  
June 13<sup>th</sup>  
July 11<sup>th</sup>  
August 8<sup>th</sup>  
September 12<sup>th</sup>  
October 10<sup>th</sup>  
November 14<sup>th</sup>  
December 12<sup>th</sup>**