



CITY CLERK'S OFFICE
Agenda DATE 8.13.14 TIME 4:03pm
PREPARED BY Maria Finley
REVIEWED BY Carmelone Spears

SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, August 19, 2014
4:30 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
July 15, 2014
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 - 1. Discussion of transition report
 - 2. Three year plan
- VI. OLD BUSINESS
 - 1. County Funds
 - 2. 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
August 19, 2014
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 Emily Dwyer at approximately 4:30 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

Rebecca Allahyari
Grace Brill
Emily Dwyer, Vice President
Jose Sanchez

Excused

Jan Duggan
David Wagner, President

Guest

Kitty Sherlock

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Grace made a motion to approve the July 15, 2014 minutes, seconded by Joe, which passed unanimously by voice vote.

PRESIDENT'S REPORT

None

DIRECTOR'S REPORT

Pat shared that the City vacancy for the Library Board has been advertised through August 29. The advertisement is on the Library's Facebook page and the website. Pat hopes to see it advertised in the New Mexican as well.

Emily shared that she solicited a professional librarian that she knows but has not heard back. Rebecca asked if Pat would be requesting volunteers to try and meet with the various applicants. Pat stated yes and it would be set up at the convenience of the various Board members and the candidates.

Pat stated that there was an article in the New Mexican about Mayor Gonzales being on an ad hoc education committee. This committee would look at how to support the schools on all the different levels of getting kids back to school and getting them to graduate. Pat will share with the committee the resources the Library has to offer to help support the schools.

NEW BUSINESS

Pat reviewed the Library's three year plan with the Board members.

Pat shared that system wide library visits and circulation were compiled from 2006-2014. She explained that there was a drop in both due to the Library being closed for various things, a new computer system being put in, which limits the patrons to two hours a day,

and security gates being installed. The wireless connection at Southside is also a factor in that patrons stopped coming in to use it since it is not dependable. The wireless issue has been fixed and it is working. Emily asked if funding was dependent on those statistics. Pat stated they were not. She uses statistics to ask for more funding if it is needed, replace furniture, or to purchase more computers. Joe asked how visitors were recorded. Pat stated that there is a gate counter at each Library. Joe brought up that e-books could be another reason why patron visits were down. Pat agreed.

OLD BUSINESS

Pat stated that the Southside Library will be open on Sundays starting August 24. Starting August 25, Southside will be opening at 10:30 a.m. Monday through Saturday; closing hours will remain the same. Books and Babies and Preschool story time start at exactly 10:30 a.m. which will cause some issues since parents like to arrive early to get situated. Pat shared that the staff would open the café a little early so parents could get their kids situated.

Pat discussed the staffing situation that the Southside Library is in. Grace asked if other staff from other branches could be relocated to help at Southside. Pat shared that the other branches are short-handed as well and would not be able to relocate anyone to Southside. On Sunday, the Library will be staffed with a supervisor from circulation, two temporary library technicians, one temporary librarian and one part time reference librarian. Pat stated that she would be at Southside often on Sundays as well. Staff will be tracking daily attendance to be included in the statistics.

Grace suggested spending more time discussing the three year plan for the Library. Pat shared that staff worked on the three year plan and wanted to give an overall of how they are trying to move forward with planning. The collection development plan is also being rewritten. Grace suggested having a community strategic planning process by bringing in other skillsets and voices from the community to start a focus group survey. She felt that once that is complete and information has been gathered, the blue ribbon committee could be formed. She stated that there are many issues that need to be addressed.

Grace shared with the Board that she looked at the strategic plan for the Seattle Public Library and was very impressed. She stated she would send it to the Board so they could get an idea of how Seattle got where they are. The information included their survey, the kind of focus groups they conducted and the people that were included in that process. Grace stated she feels there needs to be an intermediary step and maybe it might include elected officials along with people who represent different groups within the community.

Rebecca agreed with Grace and expressed her concerns. She stated she believes that we need to speak with more people, however doesn't feel that the Board is the one to do that. Rebecca suggested going to an outside source for funding to have it completed. She also felt that there is a constant tension with building a new library and just holding things together in what we have and is not comfortable going for a new library when there is a huge staffing issue. Rebecca thought the language for the branding and marketing was a little unclear and wasn't sure if it was the public or the politicians/decision makers who were the ones that needed to be educated or both. Discussion was held.

Emily asked if there would be another draft for the three year plan. Pat stated that the committee wanted the Board members to look at the plan and share their comments. They also wanted to see if additional information needed to be provided. Emily stated it was a nicely produced document. Emily stated she would like the comments captured in the minutes to be shared with the committee. Pat stated that the comments would be

shared with the committee and would then need to come back to the Library Board to see what the Board would like to do with the information and come up with a plan and decide what the next steps would be. Grace stated she didn't think it was at the Mayoral level yet and thought it would be good to identify key stakeholders that might be involved with the three year plan. Grace stated she sees this as a working committee and bringing in community input along with people that represent groups of stakeholders would address all the things that have been talked about for years. Pat asked the Board to think about who should serve on the planning committee. Emily stated this should be on the agenda for the September meeting.

Grace asked if there ever was a broad based community needs assessment done. Pat stated that an assessment was done between 1999 and 2002. Pat discussed funding and the survey done for the Southside Library. Pat stated she would provide any information she could find.

Pat shared with the Board that Paul Allen donated 1,500 DVD's to the Library.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on September 16, 2014 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 4:30 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

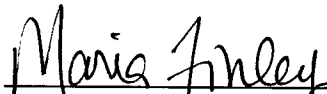
ADJOURNMENT

Grace made a motion to adjourn, seconded by Emily, which passed unanimously by voice vote. The meeting adjourned at approximately 5:45 p.m.

ACCEPTED BY:



Emily Dwyer, Vice President



Maria Finley, Recorder