City of Santa Fe

Agenda

CITY CLERK'S OFFICE
DATE 8/4/15 TIME 4:07pm
SERVED BY Maria Finley
RECEIVED BY Alicia Martinez

# SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library**
**145 Washington Avenue**
**Pick Room**

**Tuesday, August 11, 2015**
**4:30 p.m.**

I. ROLL CALL

II. APPROVAL OF MINUTES
July 14, 2015

III. PRESIDENT'S REPORT

IV. DIRECTOR'S REPORT

V. NEW BUSINESS
1. Library Board meeting times

VI. OLD BUSINESS
1. Approval of updated Library Rules of Conduct
2. Three year plan
3. 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 11, 2015
# 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 4:32 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 | Excused | Guest | Staff Present |
|---|---|---|---|
| David Wagner, President | | Wendy Hitt | Pat Hodapp, Library Director |
| Rebecca Allahyari | | Mary Schruben | |
| Grace Brill | | | |
| Latifah Phillips | | | |
| Jose Sanchez | | | |

## APPROVAL OF MINUTES
Grace made a motion to approve the July 14, 2015 minutes, seconded by Joe, which passed unanimously by voice vote.

## PRESIDENT'S REPORT
No President's report.

## DIRECTOR'S REPORT
Pat shared that the new self-checkout kiosks have been installed. Up to 10 items can be placed in the kiosk at the same time to be checked out. Media can also be placed in the kiosk to be checked out. Checkouts at Southside have gone up by two hundred percent. A second kiosk will be installed at Main.

The City is planning a grand opening event for SWAN Park which will be held on September 19. The Mayor asked for every City agency to be there. Wendy shared that the Friends are sure they can have at least two people to volunteer that day.

Pat gave an update on the current vacancies at the Library. She shared that interviews were being held for the Library Section Manager position at Southside as well as the Library Services Director position at Main. In response to Joe's question, Pat stated that the job openings are advertised on the City of Santa Fe website. Pat explained the interview and hiring process that has to be followed.

## NEW BUSINESS
The Board discussed the need to change the meeting time to a later time. After discussion was held, it was agreed to change the meeting time from 4:30 p.m. to 5:45p.m. beginning September, which passed unanimously by voice vote.

**OLD BUSINESS**

In response to David's question regarding the Library rules of conduct, Pat shared that it was handed out at the last Board meeting for the Board to review. It has been brought back for the Board to approve. Pat went over the rules and shared that they were updated by Library staff and then sent to the City Attorney's office for review. Pat explained that the rules are enforced by management or the librarian in charge. The security guards help with backup if it is needed. Grace made a motion to approve the updated Library rules of conduct, seconded by Joe, which passed unanimously by voice vote.

Pat went over the new rules for the Library parking lot and explained that the Parking department owns the Library parking lot. Pat shared that in the past the Library Board negotiated with Parking to have parking available for Library volunteers. Parking will still honor the temporary passes that are given out to the Library volunteers. There has been some confusion regarding the signs that were put up. Pat is waiting to hear back from the Parking Director regarding signage.

Pat informed the Board that the notice for new Board members was sent out through the Public Information Office. People will have until September 16 to send in their resumes to the Library. A suggestion to have the notice posted at other locations to get a wider pool of candidates was brought up. Rebecca stated that she would follow up with Emily regarding a potential candidate. Discussion was held.

Pat shared with the Board that there have not been any decisions made regarding the future of La Farge. Many ideas were discussed on how to move forward. It was agreed that meeting with City Councilors individually to discuss the concerns that have been brought up would be a good starting point. The Board members listened to the concerns and suggestions made by Mary Schruben and informed her they would be considered.

**DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on September 8, 2015 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**

Grace made a motion to adjourn, seconded by Joe, which passed unanimously by voice vote. The meeting adjourned at approximately 5:47 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley

Maria Finley, Recorder