



# Agenda

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, February 16, 2016  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
December 8, 2015
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
  1. Welcome new Board members
- VI. OLD BUSINESS
  1. Update on Outreach to Schools
  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  
February 16, 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 5:55 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><b>Members Present</b></u>	<u><b>Excused</b></u>	<u><b>Guest</b></u>	<u><b>Staff Present</b></u>
Rebecca Allahyari	Anna Naruta-Moya	Wendy Hitt	Pat Hodapp, Library Director
Grace Brill			
Latifah Phillips			
Rebecca Phillips			
Jose Sanchez			
David Wagner, President			

**APPROVAL OF MINUTES**

Grace made a motion to approve the December 8, 2015 minutes, seconded by Latifah, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David informed the Board that he, Pat and Latifah met with the Mayor to discuss the La Farge lease and the Resolution regarding Library planning. Pat updated the Board regarding the La Farge lease deadlines. David stated that the Mayor would be attending the March Board meeting. In response to Rebecca Phillip's question regarding the Resolution for Library planning, David shared that he met with several Councilors and Councilor Trujillo was working with him. David stated that the Resolution was not moving forward at this time. In response to Rebecca Phillip's question regarding meeting the Mayor in March, David stated that the Library Board wanted to invite the Mayor so he could meet the Board. This would also be an opportunity to discuss any Library issues.

Strategic planning was brought up. Grace discussed what she felt should be looked at and felt a demographic component and a usage pattern component is an important part of the planning process. An assessment needs to be done on what best practices are, infrastructure needs, wiring, square footage, etc. Pat stated that staff are working on statistics to show Library patron usage, checkouts, and programs held. David suggested calling for town meetings and getting community input. Grace stated there has to be an overall strategy and there needs to be a goal. She worries about getting community input and not being able to follow through with what is being requested by the community.

David informed the Board that Wendy wanted to speak about an event that was coming up. Wendy invited the Library Board and Library staff to an annual retreat being facilitated by Jean Block. The reason for the retreat and why they are inviting the Library

Board and staff is so that the Friends can help work in conjunction with what the Library needs. It will be held in the Community Room at the Main Library on Saturday, April 30 from 10:30 a.m. – 3:00 p.m. She shared that the working title is Supporting the Future of the Santa Fe Public Library. Grace suggested sending a formal invite to be able to RSVP.

### **DIRECTOR'S REPORT**

Pat informed the Board that Mary Schruben contacted her after the December 8 Board meeting for an in-depth follow up. Pat did follow up with Ms. Schruben.

Pat shared that staff are working on different scenarios to come up with ways the Library could save the City money. She stated there are Councilors that would like to have the budget balanced in one year. In response to Grace's questions, Pat stated that departments were asked to cut their budgets by five percent. Pat shared that staff are also working on comparisons of our Library services to like Libraries around the country. Staff are also looking at public Libraries that have built or renovated downtown Libraries in the last few years because those cities felt that it was important for the downtown economy. In response to Rebecca Allahyari's question regarding what the cost would be to close La Farge, Pat stated she would need to do some research on what the cost would be. Pat stated a possible scenario to look at would be if each Library closed for two days, excluding weekends, to see how much that would save. Rebecca Allahyari felt that alternating days would create havoc and it would be frustrating to get to the Library and find that it is closed. Rebecca Phillips stated it could also mean a potential loss of patrons. Pat shared that Denver dealt with that and it took a while for patrons to get used to.

Pat handed out her Library report and discussed the different programs the Library was working on.

Pat brought up the Mayor's Literary Award and shared that she met with the Mayor and a volunteer, Daniel Gibson. Mr. Gibson had great ideas for the Literary Award. She is working on a Resolution to get it established. The City Attorney's office informed Pat that the Library could not give cash prizes due to the anti-donation clause. She handed out a sample nomination guideline and requirements form. In response to Grace's question regarding selecting a committee, Pat stated that a committee appointed by the Library Board would recommend the recipients. The event would take place in the fall. Pat stated that Mr. Gibson requested to attend the Friends meeting to provide them with more information. The Friends have not made a decision on whether or not they would be involved with this event. Wendy stated she was hoping Pat would bring it up at the next Friends meeting. Pat stated she would.

### **NEW BUSINESS**

David welcomed and thanked Rebecca Phillips for joining the Board. Rebecca stated she was happy to be on the Board. In response to Rebecca Phillip's question regarding Board terms, Pat stated that the members' whose terms are expiring can be re-appointed. Joe will not be seeking re-appointment. Pat stated that the Mayor did ask to have any vacancies advertised. There are also applicants from the last advertisement on file which will also be looked at.

### **OLD BUSINESS**

School outreach was brought up. Latifah provided the Board with background information regarding a Resolution that was passed between the City Council and the

School District when they met in 2013. Discussion was held on what would need to be done to work with the Schools to be able to promote the activities happening at the Library. Latifah stated that the next School Board meeting was March 15 and would like a Resolution on their agenda. In response to Latifah's question regarding the process for putting together a Resolution, Pat stated she would find out and let the Board know.

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

The next regularly scheduled meeting will be held on March 8, 2016 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

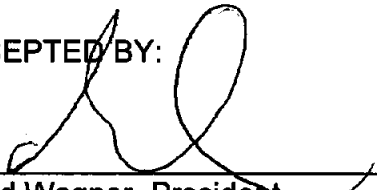
A request was made to have an agenda item selecting a Vice President for the Library Board at the meeting in March.

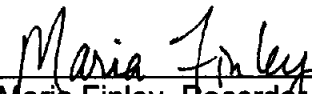
The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

#### **ADJOURNMENT**

Joe made a motion to adjourn, seconded by Grace, which passed unanimously by voice vote. The meeting adjourned at approximately 7:04 p.m.

ACCEPTED BY:

  
\_\_\_\_\_  
David Wagner, President

  
\_\_\_\_\_  
Maria Finley, Recorder

Library Report for Library Board and Friends of the Library  
February 2016

Library staff continue to work with the City's finance office to provide statistics and recommendations on Library service.

The Library is working on a resolution to create a Mayor's Literary Award for a body of work that has enhanced the Santa Fe literary community. Award date will be late Fall.

In March the Library will start a new Books and Babies program on a trial basis. The new Spanish/Bilingual Books and Babies will be implemented at the Southside Branch for a six week trial. The Brindle Foundation has offered financial support for this new iteration of Books and Babies.

Michele Reich, children's librarian at La Farge, has been working closely with Mackie Crow Fritzmeier at two SFPS schools to provide materials and storytelling. She has attended after school parent meetings with a bilingual staff person. Michele will also provide Summer Reading Program materials to MATCH, a SFPS school program where college mentors are matched with third graders to improve their reading skills.

The Children's Librarians are seeking volunteers to help secure Summer Reading Program prizes for 2016. Training will be provided, although what is most needed is a willingness to ask for coupons as prizes for the program.

The Library is working with the new Police program to intervene with homeless people who have used emergency or other expensive care frequently in the past year. Fire personnel meet one-on-one to try to intercede and provide preventative care services. Some of the people the Fire Department are working with are regular Main Library users. The Library will provide space for one-on-one meetings if the fire department needs space for their interventions.

The Main Library hosted the League of Women Voter's Candidates night in February, bringing over 100 people to hear the candidates. The Library also successfully hosted three Shakespeare Folio related events, Close Reading of Shakespeare, at the branches coordinated by the Friends.

"Love Letters to the Library" garnered channel 7 news coverage and a KSFR radio interview. The letters are on view around town and in the Library and City Hall. A project conceived and put together by the FOL.

Pat Hodapp

The Mayor's Literary Award has been created to honor an author's distinguished body of work that has enhanced the Santa Fe literary community. The public may nominate a living writer for consideration. A committee appointed by the Santa Fe Public Library Board will recommend the recipients. Deadline is \_\_\_\_\_ 2016 at 5 PM.

## **Nomination Guidelines and Requirements**

Individuals should demonstrate an ongoing commitment to the Literary arts and have made significant, ongoing or legacy contributions to the Santa Fe writing community. Individuals nominated for their artistic endeavors must show a history of literary excellence.

Nominations for individuals whose primary contribution is directly related to projects, programs or services of the City of Santa Fe cannot be accepted. Current City of Santa Fe employees are not eligible.

### **Individual Nominations Must Include:**

- ☐ Cover letter and completed nomination form.
- ☐ One-page, typed summary that describes the individual, their work, other literary awards received and the contribution made to the Literary arts in Santa Fe
- ☐ Nominee's biography and/or resume
- ☐ Three original letters of support (Letters from family members and spouses/partners will not be accepted.)
- ☐ Supporting samples as follows:
  - Bibliography of published works
  - Published books or written samples of published materials

Paper support materials must be on an 8 1/2 x 11" page.

A single complete nomination ensures consideration; multiple nominations are not necessary. Nominators are encouraged to coordinate their efforts by providing letters of support that highlight different aspects of a nominee's contribution.

**Nomination forms may be downloaded at or by calling Deadline for receipt is \_\_\_\_\_ at 5 PM**

- **Time frame will be late fall**
- **Note: This application only recommends one adult award**
- **The geographic area of eligible writers has been eliminated; instead using the phrase "contributions to the Literary arts in Santa Fe"**
- **No cash awards can be given per the State Constitution anti-donation clause**

The City's Mayor's Awards of Excellence, which often includes a Literary Award which was most recently won by Michael McGarrity, is held in October.

Author Jamie McGrath Morris has a planned author dinner in late fall. He has secured McGarrity, Hampton Sides and Doug Preston among others to attend. It was going to be a private affair for authors.

He has suggested combining the two events with the culmination of the evening being the presentation of the Mayor's Literary Award. The question of his event being open to the public needs to be explored.

### Name of Individual:

Street Address:

City: State: Zip:

Telephone: Mobile Phone:

Email:

Website:

### Name of Nominator:

Organization (if applicable):

Street Address:

City: State: Zip:

Telephone: Mobile Phone:

Email:

**Deadline, where to send**