



Agenda

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, December 13, 2016
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
November 8, 2016
- III. PUBLIC COMMENT
- IV. PRESIDENT'S REPORT
- V. DIRECTOR'S REPORT
- VI. NEW BUSINESS
 1. Report from Special Library Board meeting
 2. Friends Board Report
- VII. OLD BUSINESS
 1. Update on Library Needs/Services
- VIII. 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
December 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 5:50 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, V.P.
Nina Callanan
Joshua Finnell
Susan Gilbert
Latifah Phillips
Rebecca Phillips
David Wagner, President

Excused

Guest

Staff Present

Pat Hodapp, Library Director

APPROVAL OF MINUTES

Rebecca Phillips made a motion to approve the November 8, 2016 minutes, seconded by Susan, which passed unanimously by voice vote.

PRESIDENT'S REPORT

In response to David's question about fundraising efforts while Southside was being built, Pat shared that when the Friends raised money for Southside there was a plan and ongoing communication between the library and Friends Board. In response to David's question about the possibility of raising money to put in the Friends account, Pat shared that the money being raised would need to be restricted to the project being worked on. Pat mentioned the events the Friends are currently working on. David suggested setting goals and stated one of the goals could be working on a plan for the Southside anniversary. This would be an opportunity to ask the Friends for volunteers. David stated that Nina and Susan could work on ideas. It was agreed that a plan needed to be put in place

Rebecca Phillips expressed that she was interested in the visioning aspect. David stated that the data has been put together and now it's a matter of organizing the information for people to look at. Rebecca Phillips suggested involving the stakeholders. David and Rebecca Phillips made plans to follow up with certain Councilors and the Mayor. In response to Susan's question regarding the County, Rebecca Phillips stated the County is a stakeholder that would have to be looked at during planning. Pat stated that County Commissioners were involved with the events and groundbreaking for Southside. Rebecca Allahyari agreed to be the third member to work with David and Rebecca Phillips.

Rebecca Allahyari suggested having a committee consisting of a few Library Board members as well as a few Friends Board members to start working on a plan for the Southside celebration. Pat shared that library staff at Southside have started planning and would be separate from the Library Board/Friends Board plan. She shared she would have Patricia Seavey assist. A suggestion to have the Councilors in the Southside district

involved with the planning was made, with the possibility of one of them being the honorary chair of the committee.

DIRECTOR'S REPORT

The City Manager is allowing the library to close at 4:00 p.m. on Christmas Eve and New Year's Eve. Staff was given the option to use their own leave or make up the time during the week. They will also need to make up their time or use leave for Christmas Day because it falls on a Sunday. The official holiday is celebrated on Monday.

Pat stated that the City's endowment has \$255,000. She shared that the money is to be used for Southside and could be used for other projects. The amount of interest that can be withdrawn this coming year is \$2,500. She believes that if the City approves an assessment, the money from the endowment can be used to fund part of the assessment. An appeal to take ten percent from the endowment could be made to the City. In response to a question regarding parameters for the endowment, Pat stated that the money is for Southside and other library needs. Pat shared that in the last ten years, \$20,000 has been withdrawn from the endowment interest. She will contact the City Attorney for clarification on how to proceed.

Pat informed the Board that the library has a total of fifty-eight positions. The plan was that the City would not fund four of the positions. Total FTE is forty-eight.

NEW BUSINESS

David brought up the Special Board meeting and thanked Rebecca Allahyari for her assistance. Susan stated she would like to see if there was a way to keep Elizabeth involved. Rebecca Allahyari suggested that the Board think about what they would like Elizabeth to help with. Pat shared that members of the community could be involved on any of the committees.

David brought up the subcommittee with the schools. Pat stated that Latifah had presented a proposal in February. She informed the Board that there is a Resolution in place between the City and the Schools that was adopted in November 2013. She read the Resolution and stated that the City Attorney informed her that the Library Board could move forward with establishing a joint working and/or advisory group. Pat suggested that Latifah go to the schools to inform them of the plan to work with them. David agreed that Latifah would be the person to lead the subcommittee with the help of anyone else who might be interested.

In response to David's question regarding distributing library cards to students as was done in Salinas, Pat stated there would need to be a sponsor who would support and pay for library cards. This would be a big project that would require a lot of information and staff time. Pat stated that there would need to be buy-in and funding. Pat suggested that the McCune Foundation could be approached for a project like this. Pat brought up that in San Antonio the library came up with Power cards. The Electric Company funded the initial startup. In response to Latifah's question regarding the outcome, Pat stated she did not have that information. Statistics would need to be compiled to reflect the number of library cards used, how many were ongoing and the number of books checked out. Rebecca Allahyari stated she is a huge advocate of kids and reading and it would require a lot of work. She shared that resources are limited and the Friends have been doing the best they can with outreach. Susan suggested thinking about the different audiences to come up with key stakeholders. The stakeholders could be potential advocates for the library and should be included in the strategic plan. Nina agreed and recommended focusing on raising money for the strategic vision. She stated once the Board has established a vision it would be easier to approach a group like the McCune Foundation to present the vision instead of fundraising for separate programs. Latifah stated whatever decision is made needs to be addressed soon. She shared that summer reading and testing is coming up and any

partnership ideas would need to be in place by February. Susan suggested starting the dialogue and brought up summer reading as an example to start with.

David asked for Latifah's comments about the information provided by Elizabeth in regards to the schools providing their address on the library card application and being responsible for fines. Latifah shared her concerns and stated that it would be important to start the conversation so that both parties could come up with reasonable goals. Susan mentioned that they would be a key input to the strategic plan. David stated that literacy among young children should be part of the vision. A suggestion to have incentives and rewards was brought up. Pat discussed the effort done by the library to help students with reading, especially third graders. She shared prizes are given out during summer reading as an incentive for kids to read; kids have to read a certain number of books in order to receive a prize.

David brought up the Friends subcommittee and shared that Nina was interested in being a part of that committee. David shared he spoke to Kate Oldroyd, the volunteer coordinator for the book store volunteers. He stated she expressed an interest in helping with more projects and mentioned that there are other volunteers willing to help.

Nina shared that she has been gathering information and learning the structure of the Friends. She shared her concerns and stated that it would be helpful to engage everyone involved to come up with a unified goal. She suggested a way to start would be to have a conversation about the vision. Susan agreed and shared that it would be a great opportunity to work together to create a vision that would make the libraries successful and beneficial to individuals and communities. A suggestion to have Elizabeth help move forward with facilitating the discussion was made. Pat mentioned Julia Clarke as another potential person to assist. Rebecca Phillips stated that there is a need for the vision and purpose discussion with critical stakeholders and a third party facilitator to move forward. David agreed and suggested starting with a third party facilitator and suggested Elizabeth as someone to consider. David also recommended putting the MOU on hold.

OLD BUSINESS

Update on Library needs/services was discussed under President's report.

DATE OF NEXT BOARD MEETING

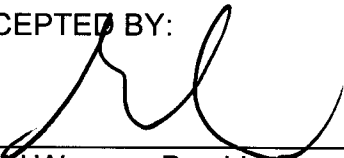
The next regularly scheduled meeting will be held on January 10, 2017 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

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

ADJOURNMENT

Nina made a motion to adjourn, seconded by Rebecca Phillips, which passed unanimously by voice vote. The meeting adjourned at approximately 7:01 p.m.

ACCEPTED BY:


David Wagner, President


Maria Finley, Recorder