



# Agenda

DATE 3/7/17 TIME 1:24r  
PREPARED BY Maria Finley  
REVIEWED BY SSSS

## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room**

**Thursday, March 16, 2017  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
February 14, 2017
- III. PUBLIC COMMENT
- IV. PRESIDENT'S REPORT
- V. DIRECTOR'S REPORT
- VI. NEW BUSINESS
  - 1. 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  
March 16, 2017  
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 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, V.P.	Nina Callanan		Pat Hodapp, Library Director
Joshua Finnell	Latifah Phillips		
Susan Gilbert	Rebecca Phillips		
David Wagner, President			

**APPROVAL OF MINUTES**

Rebecca Allahyari made a motion to approve the February 14, 2017 minutes, seconded by Joshua, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David shared that fundraising efforts for the assessment have been successful. He stated that Moira was able to secure a \$10,000 matching grant from a donor through the Santa Fe Community Foundation. He has ideas on how to match that amount. There is also the possibility of a donation for \$5,000 which is contingent on the City's buy-in for the assessment. The Friends have also committed to \$15,000. Pat stated in addition to the matching grant, Moira was able to get a \$1,000 donation.

Since the Library Board and the Friends are working together, a request was made to all Library Board members to sign up and become a member of the Friends to show their support. The annual cost is \$25.00. Sign-up can be done by filling out the forms or going to the Friends website. Membership forms are near the Circulation desk at Main.

David stated that he and a Friends Board member discussed the idea of having every Board member from both Boards donate to the assessment. He shared that he and Grace have both pledged \$500.00 each. In response to Rebecca Allahyari's question on how to make clear what the donation is for, Pat stated that a note can be put on the check that the donation is for the Library assessment. Those donations would be put into a restricted account for the assessment.

Due to the successful fundraising efforts, David shared that there may not be a need to hire a fundraising consultant at this point. He shared that the consultant he met with brought up a lot of the same ideas that were listed in the paper that Josh and Latifah worked on. After discussion was held, it was agreed that there needs to be a fundraising database to keep track of contacts and donations made to the Library. The database would need to be maintained and kept up-to-date. The information that is compiled

could be kept on an excel spreadsheet. Pat felt that the Friends could hire someone to help with the initial setup. The idea of asking for a volunteer with this skill set to help set this up was also mentioned. In response to Susan's question asking if Nina could advise the Board on what a database should include, David stated he would contact Nina. Pat shared that there is a non-profit group that provides advice and guidance to non-profit groups. She stated she would find out more information.

Outreach was brought up and discussed. Ideas that were brought up included having a page on the Library's website dedicated to providing information about the assessment as well as using Social media. Pat stated she would check with Bae to see if this was something that could be done. Rebecca Allahyari stated it would be nice to have a place on the website where people could send comments and ideas.

Joshua brought up the document he and Latifah worked on. He stated that they approached the subcommittee and project as listening sessions and set aside the concept of asking for money. He shared that the project is based on getting feedback to be compiled to help build a community based vision. In response to Joshua's comment about a special meeting, Pat stated it was not necessary to have a special meeting and shared the standard procedures for a subcommittee. She shared that the subcommittee meets and brings their recommendations/proposals to the full Board for approval at a regular Board meeting.

Pat shared that some of the fundraising committee members felt that the group hired to do the assessment would have listening sessions to gather information. Pat explained how it was done in Denver and stated that the consultants came up with the survey and facilitated the listening sessions. The Library worked with the consultants and they were able to include additional questions for the survey. The Library made sure that the listening sessions were where they needed to be held since the Library had access to the community. After discussion was held, the consensus was that the group hired to do the assessment would facilitate the listening sessions. Having an outside assessment would also ensure credibility.

The Board agreed they could work on other things which included: having informative sessions with different groups, posting information on the Library website to inform the public on what the Board is working on, having a couple of Board members attend the town hall meetings hosted by City Councilors, and writing a letter for the *New Mexican*. Any information that Board members gather can then be given to the consultants. The goal is to raise awareness and money for the assessment.

#### **DIRECTOR'S REPORT**

The Community Services department met with the City Manager and Finance Director to review the budget proposal submitted by each division. Budget hearings will begin March 28. The Library is asking to reclassify the temporary positions to permanent positions with benefits. Pat shared that the technology expansion for the Library would be budgeted in ITT. Pat is meeting with the ITT Director to review the Library's request for the technology expansion.

The Southside event was brought up. Pat shared that she continues to work with Peggy Vasquez on the event and is working with Kate Oldroyd to gather volunteers. Pat is preparing to submit a request asking for donations from a Foundation. She will also be asking the Friends to re-allocate some money from the budget for the celebration. Pat is

also working with Adam Reilly on press for the event. The information will also be posted on the Library's social media accounts. Pat stated that the *Southsider*, the community newspaper on the Southside of town, will have an article about the event.

Pat informed the Board that the City is requiring background checks on all volunteers and the yearly cost is \$25.00 per person. Human Resources currently pays for the background checks. She stated that the Library had forty volunteers last year.

### **NEW BUSINESS**

No New Business

### **OLD BUSINESS**

Old business was discussed in Director's report.

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

The next regularly scheduled meeting will be held on April 11, 2017 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

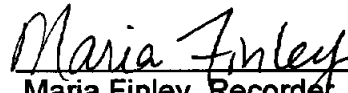
The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

### **ADJOURNMENT**

Rebecca Allahyari made a motion to adjourn, seconded by Joshua, which passed unanimously by voice vote. The meeting adjourned at approximately 6:54 p.m.

ACCEPTED BY:

  
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David Wagner, President

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