



Agenda

DATE 7/2/18 TIME 1:13

PREPARED BY Maria Finley

APPROVED BY dlw

**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, July 10, 2018  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
  - May 17, 2018
  - May 29, 2018
- IV. PUBLIC COMMENT
- V. PRESIDENT'S REPORT
- VI. DIRECTOR'S REPORT
- VII. NEW BUSINESS
  - 1. ACTION: Election of Officers
  - 2. ACTION: Request non-governmental matching funds from the Friends of the Library to the City of Santa Fe for library strategic plan.
  - 3. Friends Board Report
- VIII. OLD BUSINESS
  - 1. Update on Library Needs/Services
- VIII. DATE OF NEXT BOARD MEETING
- X. 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  
July 10, 2018  
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:

<u><b>Members Present</b></u>	<u><b>Excused</b></u>	<u><b>Guest</b></u>	<u><b>Staff Present</b></u>
Carlo Brady	Latifah Phillips	Moirah Gehring	Pat Hodapp, Library Director
Susan Gilbert	Rebecca Phillips	Linda Mowbray	Nick Schiavo, Interim
Marie Schow			Community Services Director
Rebecca Allahyari, V.P.			Maria Finley
David Wagner, President			

**APPROVAL OF AGENDA**

Susan made a motion to approve the July 10, 2018 agenda, seconded by Marie, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Carlo made a motion to approve the May 17, 2018 and May 29, 2018 minutes, seconded by Susan, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David asked if Rebecca Allahyari and Susan would like to discuss a format in order to streamline Library Board meetings.

Rebecca Allahyari stated she would and opened it up for discussion. She shared there have been conversations regarding how to structure the Board meeting so that they are more time efficient. After discussion was held, the suggestions made include; setting a time limit and scheduling the meetings from 5:45 p.m. to 7:15 p.m., setting a time limit for each discussion item, keep a running list of short-term, mid-term and long-term goals to be circulated with the minutes, and getting to the meeting on time. It was also suggested to have reports sent to the Board members via email before the meeting so that they are prepared to discuss at the Board meeting. Moira shared what has worked well for the Friends is having a consent agenda.

Rebecca Allahyari offered to keep the list of the goals and help monitor time. She also offered to collect any reports from Board members to be sent to Maria. Maria will send the reports to the Board members before the meeting so they have time to review. Nick stated that it is a good idea to send the material in advance and reminded the Board to not reply or comment to all in order to avoid violating meeting rules.

Rebecca stated that there was also discussion on inviting staff members from different roles in the library to come and talk to the Board. She said that this may be a long-term idea since the Board will be focused on the library study at this time.

Susan stated that working on the study will have to be top priority. She believes that over the next six months most of the meetings will be spent talking about where we are at, what has been done, what needs to be done, the results we are getting and where we need more help. She shared this is a critical document to launch our future. After discussion was held, a suggestion was made to ask Godfrey's Associates for suggestions on what the Board can do to have a productive process.

Pat reported that the contract for Godfrey's has been signed by the Mayor and was just sent over to staff today. The Board was informed that Godfrey's cannot be contacted to start work on the library study until a purchase order has been approved by purchasing.

### **DIRECTOR'S REPORT**

Pat reported that the number of children registered for the Summer Reading program has caught up with last year. There are a few weeks remaining. Pat shared that Peace Pets will be at Main on Sunday. She stated that Peace Pets is a group that rescues animals.

Pat shared that the library is still dealing with staff shortages at all three branches.

Mark Galassi is continuing with his coding classes every other Thursday evening. He also has a fifteen hour intense coding class that is held over the weekend. Those that participate in the weekend class are allowed to attend the Thursday evening classes.

Pat reported on upcoming vacancies. Kathryn Spangle, La Farge Branch manager, will be retiring this year. Kathryn has been with the library for twelve years. She will be here until the end of September and will remain on the books until December. Leslie Simmons, one of the section managers at Southside, will be leaving in August. She retired from San Diego and worked at Southside for 2 ½ years.

### **NEW BUSINESS**

Susan asked David and Rebecca Allahyari if they were willing to continue in their officer roles. They both agreed. Susan made a motion to nominate David as President and Rebecca Allahyari as Vice President, seconded by Marie, which passed unanimously by voice vote.

David brought up Godfrey's and asked about the billing situation. Nick shared he was very excited to hear that the library planning study was approved to move forward and believes that it will be a great process. He stated he will be involved to the degree that the Library Board allows him to be. Nick thanked the Friends of the Library for their generous offer to cover fifty percent of the contract. He shared that David, Pat and he met with Moira and Linda to discuss executing an agreement between the Friends and the City of Santa Fe. The agreement will help to clarify the dollar amount that is being considered and the role of the Friends in regards to the study. Nick stated he believes it is important to have it in writing. In regards to payment, he stated that he read through the contract between the City and Godfrey's and it is pretty straight forward. The City will receive regular invoices from the consultant and it is up to Pat, her staff and him to

review the invoices and confirm that it is valid and that the City has actually received the deliverables.

Moira shared that the Friends have asked for a more active role in the process as recognition for their financial contribution. Moira stated she suspects Linda and she will be very involved in all meetings and reporting. They want to see it be the most transparent process it can be.

Nick said it was discussed at the meeting and agrees the Friends should be at the table. He stated it would be good to clarify the number of individuals. He said he has been through quite a few RFP's and from his experience it is important to get it right from the beginning.

Regarding the study, David stated that they had originally talked about four Friends Board members. Linda stated that was not correct and clarified that there were at least four people who said they were waiting to see what the commitment from the Library Board was and who was doing what and how much. What Linda and Moira are looking at is having at least one Friends representative at all meetings. Moira shared as volunteers it is nice to have two representatives due to work obligations.

David asked Susan for her impression regarding discussions held at the Friends Board meetings. Susan stated her impression was she thought there were four people that would help serve. Moira stated the report they got at the last Friends Board meeting led to concern because the report said the final plan is going to be presented to the Library Board, staff, and City Council. The Friends were not mentioned and that is why they are saying what they want to participate in terms of management and how this goes forward. Moira believes that a written agreement that lays things out is important to them if they are going to fund the study.

Linda stated that the library belongs to the City and is the City's responsibility and in this particular project they expect to be treated as equal partners. She shared people were upset when they weren't permitted to be involved in the selection process. They would like to make it clear that the Friends are funding half of the study and are partners with the City and that will be fair. David said it seems fair and apologized to the Friends if they had gotten the wrong impression.

Nick stated when the reports come in they will be disbursed to everyone. There will not be anything that is going to be held by the City and manipulated by Pat or him and then sent out for disbursement. Everyone will have access and a chance to look at the plan. If an individual feels that something is missing that is the opportunity to speak up.

The topic of a strategic planning committee was brought up. Different suggestions were made on who could serve on the committee. In response to Linda's comment regarding that it was not clear that they would be included, Nick stated for the record that the Friends will be included. Nick said there will be a lot of value in talking about who should be on the strategic planning committee and agreeing on that. He also said that input can be sought from Godfrey's to ask them for their suggestions. Discussion was held.

## **OLD BUSINESS**

Pat provided the Board with an update on opening La Farge on Sundays. She shared that Kathryn Spangle has put together a staff schedule. The plan is to be open on Sunday, August 12, 2018. Statistics will be kept to track usage.

## **DATE OF NEXT BOARD MEETING**

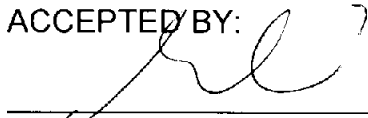
The next regularly scheduled meeting will be held on August 14, 2018 in the Pick Room, Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

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 Carlo, which passed unanimously by voice vote. The meeting adjourned at approximately 6:57 p.m.

ACCEPTED BY:



David Wagner, President



Maria Finley, Recorder