



Agenda

DATE 5/23/18 TIME 10:21a
PREPARED BY Maria Finley
APPROVED BY SSSSSS

SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library
145 Washington Avenue
Pick Room

Tuesday, May 29, 2018
5:45 p.m.

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
April 10, 2018
- IV. PUBLIC COMMENT
- V. PRESIDENT'S REPORT
- VI. DIRECTOR'S REPORT
- VII. NEW BUSINESS
 1. Approval to move selected RFP applicant forward in City process
 2. 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
May 29, 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>Members Present</u>	<u>Excused</u>	<u>Guest</u>	<u>Staff Present</u>
Rebecca Allahyari, V.P.		Linda Mowbray	Pat Hodapp, Library Director
Carlo Brady			Maria Finley
Susan Gilbert			
Latifah Phillips			
Rebecca Phillips			
Marie Schow			
David Wagner, President			

APPROVAL OF AGENDA

Rebecca Phillips made a motion to approve the May 29, 2018 agenda, seconded by Marie, which passed unanimously by voice vote.

APPROVAL OF MINUTES

Rebecca Phillips made a motion to approve the April 10, 2018 minutes, seconded by David, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David stated there were two RFP applicants, Joseph Matthews and Library Systems Services, who were disqualified due to not meeting all of the submittal requirements. The following documents were not included in the packets: Business Registration, General Liability Insurance Certificate, NM Incorporation Certificate or agreement that the agency operates under, EEO/ADA Certification, and Non-Collusion affidavit.

DIRECTOR'S REPORT

Pat reported that she presented a budget to the Friends last fall with an explanation of what the library needed the money for. The Friends came back with the budget and made recommendations to move money into certain areas. Pat shared that the largest expenditure is youth programs and the Friends reduced that line to increase the technology line. The youth budget was reduced by \$10,000.

Pat requested that a budget subcommittee, made up of Library Board members, meet and review the budget as was presented to the Friends. She shared that in 2016 the budget was \$104,000. After discussion was held, Sue, Carlo and Marie agreed to serve on the budget subcommittee. Pat suggested having the budget subcommittee meet first

to go over the budget and then meet with the Friends to discuss the reallocation of funds.

Pat reported that the grant submitted by the Friends to the Santa Fe Community Foundation was not approved.

A request was made for La Farge to be open on Sundays beginning July 1, 2018. Pat stated that four options were presented for staffing La Farge on Sundays. The option chosen includes hiring a part time reference librarian, adding additional hours to three part time library technician positions, and includes security costs. The cost to open La Farge on Sundays for a year is approximately \$60,000. Statistics will be kept to monitor usage as is done with Main and La Farge.

The City has contracted with a new security company. The cost for security services will be increasing.

Pat brought up Fogelson Library and shared that the City will be loaning the Newhall book collection to the New Mexico Art Museum for their library. In addition, the City has contracted with UNM to maintain Fogelson's catalog system. Discussion was held.

NEW BUSINESS

Pat brought up the RFP presentation session and stated that Godfrey's Associates had the highest score. After the evaluations were tallied by the purchasing department, they confirmed that Godfrey's Associates was the top applicant. The bid amount is for \$72,769. Pat is working with City staff to have the \$37,550, the amount from the City, budgeted in the right line. The next step is to work with the Friends to get a check made out to the City for the difference. The amount raised by the Friends will be used for the difference. The remaining amount from the Friends can be used for public meeting expenses held with Godfrey's Associates. David will contact Moira regarding the check from the Friends.

Pat stated after the Library Board approves moving forward with Godfrey's Associates, the request to award the contract will be sent to Finance Committee and City Council for approval. Pat provided the Board with dates and times for Finance and City Council and explained the process. After discussion was held, the Board agreed it would be helpful for Pat to have a list of potential questions with the answers to take to Finance and City Council. Board members will send potential questions/answers to Maria for compiling. Pat shared that Godfrey's Associates cannot be contacted to do any work for the Library until the contract is approved and signed off by the City.

David mentioned that he would like for the study to address facilities first to be able to provide information to the City, which he said was also brought up during the presentations of the proposals. After discussion was held, Rebecca Allahyari suggested communicating the concerns regarding facilities to Godfrey's and ask them to address it in their initial report to Pat.

Sue made a motion to recommend the top applicant, Godfrey's Associates, to move forward in the City process, seconded by Carlo, which passed unanimously by voice vote.

David brought up the need to start putting a steering committee together. Pat said she has started working on a list of names for the steering committee and would like for the Board members to also start thinking about people to add to the list. Discussion was held.

Linda reported that the Friends have two to four volunteer committee members to serve on the planning study committee.

OLD BUSINESS

Pat said she has asked library staff to review all sources of funding for library materials.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on June 12, 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.

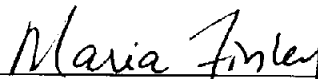
ADJOURNMENT

Susan made a motion to adjourn, seconded by Rebecca Phillips, which passed unanimously by voice vote. The meeting adjourned at approximately 7:00 p.m.

ACCEPTED BY:



David Wagner, President



Maria Finley, Recorder