



# Agenda

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room**

**Monday, December 10, 2018  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
October 9, 2018
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
  - 1. Introductions – Community Services Director and Interim Library Services Director
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  - 1. Action Item – Approval of 2019 Library Board Meeting Dates
  - 2. Action Item – Approval of 2019 List of Library Holiday Closings
  - 3. Discussion Item – Library Board Vacancies
  - 4. Information Item – Friends Board Report
- VIII. OLD BUSINESS
  - 1. Discussion Item – Update on Library Planning Study
- 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.**

**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE: 12/04/2018**

**TIME: 8:14 AM**

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
December 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 5:45 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:

**Members Present**

David Wagner, President  
Rebecca Allahyari, Vice President  
Carlo Brady  
Rebecca Phillips

**Excused**

Marie Schow

**Staff Present**

Jeffrey Donlan, Interim Library Division Director  
Kyra Ochoa, Community Services Department Director  
Maria Finley, Recorder

**Guest**

Jaap Vermeulen, Friends Representative

**APPROVAL OF AGENDA**

Rebecca Phillips made a motion to approve the December 10, 2018 agenda, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Rebecca Allahyari made a motion to approve the October 9, 2018 minutes, seconded by Rebecca Phillips, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David introduced Jeffrey Donlan, Interim Library Division Director, and Kyra Ochoa, Community Services Department Director, to the Library Board.

**DIRECTOR'S REPORT**

Jeff updated the Board on library staffing. He shared that two people are being recommended to fill the Library Section Manager positions at Southside, however, there are concerns that one might not accept. He also shared interviews are being held for library technician positions that are currently vacant.

Jeff informed the Board that the City Manager approved the libraries to be closed on Friday, December 14, 2018, until 2:00 p.m. due to a system migration. He explained that the library software database will be moved to the cloud from local servers. This change will allow the library to have more timely upgrades and will no longer require maintenance of hardware and software. During the closure, staff will be working on other job assignments.

Jeff reported he was given an update about CIP money for the library from a staff member with Facilities. Jeff stated that the City is working with outside vendors to do roof and elevator work at Main. In response to David's question regarding if the elevator is working, Jeff stated it is, however, the controls are not supported and some parts are no longer available.

Jeff provided an update on La Farge. He shared that the ceiling tile is still in need of repair. He said the staff at La Farge is rearranging and decluttering, and working with Facilities staff to open up a wall where the free magazines are located. He said they would like to make a new young adult area. In response to Rebecca Allahyari's question regarding if the wall is an asbestos wall, Jeff said it is not and explained that the wall was added later and is not a part of the original building.

Jeff informed the Board that a work order has been put in for the front doors at Southside due to them not functioning correctly. He shared that an outside vendor will need to fix the problem.

Jeff reported that both versions of Books and Babies have been funded for the whole year through the Brindle Foundation through the Friends. He stated that Summer Reading has a balance of over \$16,000, which \$15,000 is from the Rotary Club.

Jeff brought up programming and shared that the Internment Camp exhibit at Southside was very popular. He also shared that reference librarians, Jessica and Kristen, have put together some successful programs. Jeff said one of the programs was on google docs and one that is coming up is on fake news.

Jeff reported that there is an increase in issues with homeless patrons and stated that La Farge has seen a rise. He shared he discussed with Kyra the possibility of arranging some type of intervention support. Kyra brought up the Mobile Crisis Response Team, which is a project of Presbyterian Medical Services. She shared that she was a part of the initiation of that project at the County and has a connection with those workers. She provided the Board with background information. She said she would like to reach out to them to see if they would be able to provide mental health training and resources to library staff.

In addition to mental health training, Kyra brought up the possibility of having Narcan training. In response to David's question about having Narcan in the library, Kyra said it is a potential and is not mandatory for staff. She shared Narcan is available to school staff. She said there are pros and cons, however, the truth is people are using drugs and overdosing in libraries. She said there are Federal funds for Narcan in libraries and there is also an excellent training program statewide. Kyra said it is a tool for staff, who opt to have it, similar to how CPR would be. She said they will gauge interest level in staff.

In response to David's question regarding the statistics at La Farge for Sunday hours, Jeff said he talked to Bae about statistics for Sunday hours at all locations. He shared that he did not have the statistics, however, he knows that usage has gone down at all three locations on Sundays. David stated that it was a scramble to get staffing for Sundays and the question was would it be worth it. Jeff said they would need to talk more about it and could compare statistics from previous years.

Rebecca Phillips stated that an item the Board has requested to see in the Director's report, when it is the right time in the cycle, is an update on the budget. She shared that the conversation at the Friends Board meeting was good and she appreciated the transparency. She said she thinks that information is valuable and should be known by the Board in order to have an informed conversation. She also brought up progress on annual goals and said that it has always been an interest of hers and to her it is meaningful if they know the goals and the progress made toward the goals. She also brought up that the Board had requested finding a way to meet library staff. She said she is a fan of staff presenting to the Board in their areas of expertise. Jeff agreed and said staff could possibly talk about a project or programs they are working on.

Jeff asked how the Board received budget updates. David shared that Pat would send emails to the Board. Rebecca Allahyari shared that they also had a conversation about receiving a monthly report and statistics by email in lieu of taking too much time at the Board meeting. Jeff said his thought was to email information to the Board for review.

David asked Kyra if she had anything she would like to say. Kyra shared that Jeff's summary was great and that he and staff have really stepped up during Pat's absence. She brought up the point about measures and annual goals and shared that for the Community Services Department, she is working on performance measures through the results based accountability process that was done in the past. She is streamlining those and aligning them across the Community Services divisions to keep the focus on the impact in the communities. With regards to budget, she shared in reviewing the budget, they are in good shape.

Rebecca Allahyari asked if the report in the paper, regarding the compensation and classification study, would have any implications for the library. Kyra shared that there were two library positions, library technician and librarian assistant, that they recommended in the study, to be library technician and have a progression up to library technician I and library technician II. She stated the other implication will depend on what the City Council is able to do and probably will not happen all in one budget cycle. They hope to bring some of the lower paid staff, like library technicians, to the lowest recommended starting point with the comparable communities. On average they are two dollars below what a library technician would make in a comparable community.

## **NEW BUSINESS**

Rebecca Phillips made a motion to approve the 2019 Library Board meeting dates, seconded by Carlo, which passed unanimously by voice vote. Rebecca Phillips stated she is resuming her request that at least once a year, they have a meeting at the other branches.

Rebecca Phillips made a motion to approve the 2019 list of Library Holiday Closings, seconded by Carlo, which passed unanimously by voice vote.

David brought up the Library Board vacancies. The Library Board was informed that there were eight applications for the City Board seat. They were also informed that the County was notified about the County Board vacancy. After discussion was held the Library Board agreed that David, Rebecca Phillips, and Carlo would serve on the interview subcommittee.

Jaap informed the Board that he will be attending the Library Board meetings as the Friends representative.

## **OLD BUSINESS**

David brought up the planning study and stated there was a lot of discussion between the subcommittee regarding different ideas about timing the study based on the lengthy delay in funding from the Friends for the study. He stated he had also talked to Kyra and Jeff and brought up a number of concerns about recommending, from their point of view, that the study be delayed, but in the end they came up with a statement.

Rebecca Allahyari read the following statement:

*A timely library planning study is important for our community. This assessment should proceed. The City Council passed a resolution supporting this endeavor in early August. Despite uncertainties in library management at this moment, there are urgent short-term and long-term needs in the library system; moreover, the Library Board has the understanding that the City will initiate the formalization of its relationship with the Friends. Based on what we've heard from city attorney Erin McSherry, and two past Community Services directors, Chris Sanchez and Nick Schiavo, and the mayor, Alan Webber, a formal agreement with the Friends should be established. It is incumbent, and in fact legally required, that the city formalize this relationship.*

*Upon reflection, and after some discussion of the merits of delaying the study with new director of Community Services, Kyra Ochoa, and Acting Director of the Library, Jeffrey Donlan, the Library Board has concluded that the study should not be held back any longer.*

Rebecca Allahyari stated what the statement reflects in part is their concern that there be some way of having a public record that they do have concerns and have brought them forward.

Rebecca Phillips stated they would like to honor the agreement from the City Council and said the study needs to happen.

Jeff shared that he and Kyra spoke with Dick Waters and discussed the Board's concerns about the original plans and timing and the results it would bring for the budget process for 2019-2020. Jeff said Mr. Waters felt like that timing was not an issue and they were ready to move forward.

Rebecca Allahyari stated that the other issue for the Board was the amount of tension with the Friends and the amount of uncertainty at the library right now. She said there are things that will come out of the study and suggestions for new ways of budgeting

and supporting the library with the County and things like that are important. It will also give the library administration traction and making that happen seems really important.

Rebecca Phillips stated it is a good opportunity for collaboration and that is something she would really like to see.

Kyra shared she had a conversation with Dick Waters, representative from Godfreys, and said he is very positive about going forward with the initial stage. She said the first stage of the study is gathering information, on Godfrey's part, and will probably take a month and then it will get into some of the more interactive parts of the study.

Kyra said she appreciates the Board's recommendation, their internal conversation, the thoughtfulness around it, and the idea of going forward. As a new director, she is in favor of the study and it will be invaluable to have this information. It will also be useful to Jeff, for however long he is interim, to gather the information and help shepherd that information to Godfrey's. She also agrees that it is a good opportunity to collaborate with the Friends, the Library Board, staff, and the community.

In response to David's question regarding if the Friends are still behind the study due to the delay, Jaap stated that the Friends were never not behind it and there was just one sticking point that was the reporting structure. He said that is now fixed and the money was given to the City. Kyra shared that there is a purchase order and we can start paying Godfrey's.

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

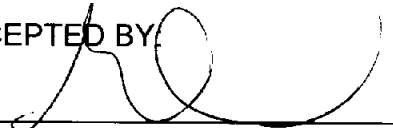
The next regularly scheduled meeting will be held on January 16, 2019 in the Pick Room, Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

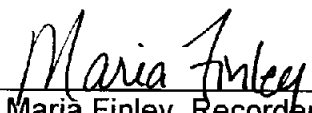
The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

#### **ADJOURNMENT**

Rebecca Phillips made a motion to adjourn, seconded by Rebecca Allahyari, which passed unanimously by voice vote. The meeting adjourned at approximately 6:30 p.m.

ACCEPTED BY:

  
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David Wagner, President

  
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Maria Finley, Recorder