



# Agenda

## **SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

**Wednesday, July 17, 2019  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
May 15, 2019
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  - 1. Discussion Item – Friends Board Report
- VIII. OLD BUSINESS
  - 1. Discussion Item – Update on Library Planning Study
  - 2. Discussion Item – Update on Library Board Vacancies
- 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: July 10, 2019**

**TIME: 1:36 PM**

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
July 17, 2019  
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 Community 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  
Carlo Brady  
Rebecca Phillips  
Marie Schow

**Excused**

Elizabeth Alarid

**Staff Present**

Jeffrey Donlan, Interim Library Division Director  
Maria Finley, Recorder

**Guests**

Jaap Vermeulen, Friends Representative

**APPROVAL OF AGENDA**

Rebecca made a motion to approve the July 17, 2019 agenda, seconded by Marie, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Rebecca had a question about the attendees at the May 15, 2019 Library Board and thought that library staff was present. Maria clarified that library staff attended the April 17, 2019 Library Board meeting. Carlo made a motion to approve the May 15, 2019 minutes, seconded by Rebecca, which passed unanimously by voice vote.

**DIRECTOR'S REPORT**

Jeff updated the Library Board on the Library Director position and shared that the interview committee finished interviewing the top three finalists. In response to Jaap's question

regarding if Zella was involved, Jeff shared that he, Kyra, Rebecca, and Zella were on the interview committee.

In response to Marie's question regarding a start date for the Director, Jeff said it will depend on who is chosen. He is hoping for the position to be filled by the end of August.

David asked about other vacancies within the library. Jeff updated the Library Board on the vacant management positions and shared there was a lot of overlap of applicants. There is a candidate in consideration to fill the management position at Southside. He said the priority is to fill the Library Division Director position before the other positions. He shared that the Library Services Director in Technical Services and the Library Systems manager position may have to be re-advertised. He also said there are interviews being conducted for some positions at Southside. Jeff updated them on the temporary librarian positions and said that Maria has been working on reclassifying the positions since February. The request to reclassify them went to Public Works, however, it was pulled by Finance and we are now awaiting information as to why it was pulled.

Jeff reported that Facilities staff will be investigating a smell in the media room at Main. He said that they will also be looking at completing installation of the doors so that they can be locked. Jeff reported that the City has contracted to fix various HVAC units throughout the City and fortunately Southside's HVAC is on the list to balance and fix all of the controls.

Jeff reported, that after being behind mid-winter, the library staff in Technical Services was able to spend down the library's book budget. Staff ordered, received, and processed library materials in a timely manner. The budget was well spent by the end of the fiscal year.

Jeff shared that Michele Reich, Children's librarian, and Jessica Gulliford, Reference librarian, are involved in a project, Fathers as Readers, with the Penitentiary of New Mexico. This program encourages and teaches fathers to read children's books while being recorded. The recordings are sent to their children. Jeff said that Michele Reich is also looking into starting a pen pal project with the City of Santa Fe sister city in San Miguel. Michele will be in San Miguel and will meet with them to gather more information.

## **PRESIDENT'S REPORT**

No report.

## **NEW BUSINESS**

Jaap shared that he will be resigning from the Friends of the Library as of October 1, 2019. In response to David's question if Jaap is the co-president, Jaap responded that he is the president. Jaap shared he will continue to advise the Friends Board on changes he has implemented.

In response to Rebecca's question regarding how the Temple Grandin fundraising event went, Jaap stated it was sold out. He shared the presentation was held at the Lensic and was well received. He said there was a lot of support for the library. Rebecca was thankful that the Friends held this event for the library.

## **OLD BUSINESS**

Jeff reported on the planning study and shared that Godfrey's has most of the information they need. Godfrey's is waiting for additional data from the library's software vendor. Jeff shared that Godfrey's does have the library's patron data for doing the demographic study.

In response to David's question regarding how many more meetings are planned with Godfrey's, Jeff responded that there might be two more meetings where they present a draft to the Library Board and the final report to City Council.

David asked when they will get to review what suggestions are being made in regards to facilities, in particularly Fogelson. He also asked about timing and if the information about facilities will be shared ahead of time with the City. Jeff shared that timing is still okay and the study from Godfrey's will include information about Fogelson. He also said that the City is currently working on another request for proposal regarding the development of the mid-town campus.

In response to David's question regarding the steering committee meeting, Jeff responded that he and Jaap met with Brad from Godfrey's. Jeff shared they had some discussion about the strategic plan and next steps after the report is received.

David brought up the Library Board vacancies and asked what steps need to be taken to fill his vacancy and the County vacancies. He also asked about electing new officers for president and vice president. The Library Board was informed that a press release will be sent to ask for applicants to fill David's vacant seat. David was informed that he can serve until he is replaced.

The Board requested to have an action item for election of new officers placed on the agenda for the meeting in August.

Jeff said he will contact the County for an update regarding the two County vacancies. Marie asked if the Library Board can be notified when the press release is sent for the City vacancy. Jeff replied yes.

David requested to have the September Library Board meeting at his personal library. David was informed that it will need to be open to the public and the address will need to be listed on the agenda.

## **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on August 21, 2019 in the Pick Room, Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

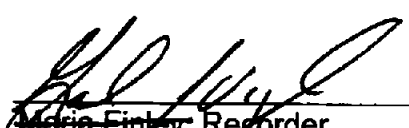
The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

# ADJOURNMENT

Rebecca made a motion to adjourn, seconded by Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:35 p.m.

ACCEPTED BY:

  
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David Wagner, President

  
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Maria Finley, Recorder  
Gail Vigil