



Agenda

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SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library
145 Washington Avenue
Pick Room

Tuesday, February 21, 2012
4:30 p.m.

- I. ROLL CALL
- II. APPROVAL OF MINUTES
November 15, 2011
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 1. InterLibrary Loan
- VI. OLD BUSINESS
 1. County Funding
 2. Staffing
 3. Planning Committee
- VII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

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**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
February 21, 2012
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 Jennifer Jaramillo at approximately 4:35 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

Jennifer Jaramillo, President
Grace Brill, Vice President
Bill Heimbach
Lou Hernandez
Jan Duggan

Excused

Angelo Jaramillo
Angela Matzelle

Guest

Paul Brice

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Bill made a motion to approve the November 15, 2011 minutes seconded by Jan, which passed unanimously by voice vote.

PRESIDENT'S REPORT

Jennifer shared with the Board that the library received applications for four internal positions. Interview teams have been set up and they will begin interviewing the internal applicants. Pat mentioned that the lists received were for two librarian assistants and a library technician at Main and a Librarian at La Farge. If an internal candidate is selected to fill the vacancy, their position becomes vacant. Pat discussed the process for posting job vacancies.

Jennifer commented that staff have really stepped up. They have been filling in at different branches and it has improved morale. They get to work with other colleagues and different patrons.

Pat mentioned that she will be working at the reference desk since there are staff members who will be gone on vacation. Lou asked if staff can be told they need to be at a certain location when needed. Pat let the Board know that staff has to be given one week's notice if their schedule changes, however, if they are willing to go to another location that is fine.

Jennifer brought up that staff are looking at the possibility of opening Media on weekends. Pat has responded to complaints for closing Media. There were a couple of good suggestions and they have been taken into account. Some of the complaints have gone to City Councilors and Pat's boss. Those complaints are forwarded to Pat so she can respond within a quick time frame.

There haven't been many complaints about La Farge being closed on Saturdays. The main concern patrons have is that the service being cut will never be brought back. Pat is working very hard on library services and services will be brought back once we are fully staffed.

Jennifer asked if any Board member receives a letter from anyone, forward it to Pat so she can see how it needs to be addressed. Also, if Maria gets any letters from patrons that need to get to the Board, she will send them to Jennifer.

Jennifer would like to have a group picture taken sometime soon.

DIRECTOR'S REPORT

Pat asked for the Board's approval on the revised Rules governing the conduct of patrons in the library. It has been approved by the City Attorney. Pat also had a copy of what action would be taken if one of the rules was violated. The City Attorney no longer puts their name showing that they have approved the document because if something came up they would have to represent us.

The rules and violations were discussed. Jennifer asked how the staff are supposed to know which patrons violated the rules. Pat let the Board know that the information is shared with each branch and kept at reference. We don't keep pictures, but we have descriptions and the names the patrons go by. Within each location, the librarians know who these people are. We are not trying to keep people out; we are trying to not have so many incidents happen.

Bill brought up the idea of having computer users get a library card. Pat mentioned that it was something staff have looked at; however, the computers are not much of a problem as just general behavior in the library. The types of behavior and what gets patrons evicted from the library were discussed.

Lou asked for clarification on what the Board was approving. Jennifer said the Rules of Conduct have already been approved; the Board was just approving the amendments. Bill made a motion to approve the amendments to the Library Rules of Conduct, seconded by Lou, which passed unanimously by voice vote. Pat shared that the rules are posted in every section of the library, but the penalties are not.

NEW BUSINESS

Interlibrary Loan is on hiatus until May 1. The ILL librarian retired in December. There have only been a few complaints. The search is under way for someone who has background in ILL. Pat is working on having staff streamline this service and go online with as much as possible. One reason to streamline is to save money. A cost analysis was done and it was costing the library \$40.00 a book. The library can buy almost any book for \$25.00. Approximately 3,000 books a year are processed for ILL. The library borrows 1,800 books and sends out 1,200 books. Discussion was held on what other options are available to patrons while ILL is on hiatus.

OLD BUSINESS

Pat shared with the Board that the County gave the library \$10,000.00, specifically for programs, books and materials. This money is mainly to be used for Southside. Lou referenced the November minutes and mentioned that it said the County gave \$20,000.00. Pat said she would look into that and send out a note to the Board on the correct amount.

Staffing was discussed in the President's Report.

Pat brought up that at the November meeting a brief discussion was held on putting together a planning committee. In the discussion, some of the Board members had volunteered to gather information for Pat and bring it back to the Board. Lou wanted clarification on what the committee was for because he felt that it was going to be Pat's planning committee. Pat explained that she wanted a planning committee of the Board to help look at what needs the library has. There are three areas that need to be looked at. They are buildings, staffing, and library collections.

Lou brought up that establishing a planning committee was never discussed. Pat said that at the November Board meeting, Jan, Grace and Angela had volunteered to serve on the planning committee. It would be like an ad hoc committee, to come up with ideas to help the library. They would then bring any information back to the Board for discussion. Pat said there has not been any further discussion because the Board has not had a meeting since November.

Bill also added that it would be like an investigatory authority to look at possibilities on what options are out there. The Board felt that there should be goals and responsibilities outlined so that the committee knows what their role is. Grace also added that an approach could be to have a special meeting with advanced notice devoted to what the issues and needs of the library are. Discussion was held on what the Library Board has and doesn't have authority on.

At the next meeting Pat was asked to try to have in her Director's Report more information regarding the planning committee.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on March 20, 2012 in the Pick Room, at the Main Library, 145 Washington Ave, Santa Fe, at 4:30 p.m.

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

ADJOURNMENT

Lou made a motion to adjourn, seconded by Bill, which passed unanimously by voice vote. The meeting adjourned at approximately 5:45 p.m.

ACCEPTED BY:


Jennifer Jaramillo, President


Maria Finley, Recorder