



Agenda

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DATE 3-13-12 TIME 12:36pm

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SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library
145 Washington Avenue
Pick Room

Tuesday, March 20, 2012
4:30 p.m.

- I. ROLL CALL
- II. APPROVAL OF MINUTES
February 21, 2012
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 1. Library Service
 2. Staff recognition
- VI. OLD BUSINESS
 1. Staffing
 2. Planning Committee
 3. New City Councilor update
- VII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

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**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
March 20, 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 Vice President Grace Brill at approximately 4:36 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

Grace Brill, Vice President
Bill Heimbach
Lou Hernandez
Jan Duggan

Excused

Jennifer Jaramillo, President
Angelo Jaramillo
Angela Matzelle

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Bill mentioned that he had a concern regarding the February 21, 2012 minutes. He would like the minutes to reflect that he said he understood that the planning committee would assist in looking for locations for a new library branch. Jan made a motion to approve the amended November 15, 2011 minutes seconded by Lou, which passed unanimously by voice vote.

Staff reviewed the audio tape for the February 21, 2012 minutes regarding Bill's concern but found that the minutes accurately reflected Bill's statement made at the February 21 meeting.

The Board was not aware that they could not approve amended minutes, therefore the February 21, 2012 minutes will have to be approved at the April 17, 2012 meeting.

PRESIDENT'S REPORT

None

DIRECTOR'S REPORT

Pat gathered statistics for Jennifer to be able to present them at Southside's 5 year anniversary celebration on March 24. The celebration will be very low key. Pat mentioned all who were being invited.

The statistics were calculated as of today and we still have until the end of June to complete this Fiscal Year. For Southside alone, there were 838,651 Library visits, 977,551 items circulated, 225,977 computer users and the number of attendees to children's programs was 41,196.

Pat shared with the Board that History Detectives will be filming at the Main Library in the Southwest Room. They are doing a story on Kit Carson's great great grandson who has a leather bound book of Kit Carson's autobiography. The staff checked and the Library owns the first edition of the autobiography. Tufuku Zuberi will be the host.

Pat also received a call from the Travel Channel because they wanted to book the Southwest Room to film about the penitentiary. Pat was not able to accommodate their request due to a conflict in schedules.

Pat gave the history on the Southwest Room.

NEW BUSINESS

Patrons have been upset about Media closing more than any thing else. There were only 2 letters and a few comments from patrons about La Farge being closed on Saturdays. It has been helpful using staff from La Farge to cover Main and Southside.

Lou asked Pat if in her opinion Media is a service that could be handled by volunteers. Pat shared that Media is total circulation. Everything has to be checked out and put on hold and people would have to know our computer system. The library can have volunteers but per the union, they can't replace staff duties. Volunteers can shelve if there is an overload, but couldn't shelve permanently for us. Discussion was held.

Many complaint forms have been filled out for Media being closed. Staff have been told to let patrons know there are other options for the time being. The options available to patrons include going online to look for DVDs, downloadable audio books, and if the item is in the building, it can be pulled the next day. Pat has responded to the patrons to let them know what is going on. Once they are aware, they understand. The May deadline for opening Media, La Farge and returning ILL services will be met.

The Media librarian has been adding a large collection of duplicate DVDs, which have been donated, to the library collection. When Media opens, there will be many items available for patrons to check out.

Discussion was held on how to thank the library staff members for the extra effort they have put forth during the library staff shortages. The recognition will let staff know that there is a Library Board and that somebody is paying attention. Lou will draft a letter and send it by email to the Board and they can get back to him and let him know if they all agree on the letter.

Bill mentioned that he had an idea that ties in with Lou's idea about recognizing staff. National Library Week is April 8-14. National Library Workers Day is on April 10. This may be an opportunity to get some recognition in the newspaper using the statistics that Pat provided. Bill wanted to try for a feel good editorial. He would be happy to check with Inez with the New Mexican. Pat and the Board thought that was a great idea.

OLD BUSINESS

There have been 4 internal staff members who have been promoted or shifted in their jobs. Discussion was held on what staff members have been moved to different areas and different positions.

The librarian for the ILL position has been filled. Pat is very pleased with the person who will be taking that position. She has experience in ILL and will be implementing the process to streamline ILL.

Interview teams have interviewed for the serials and systems librarian at Main. The interview teams are working with Patricia Seavey to let her know who has been interviewed and who will be hired, so she can start the interview process. The Media librarian is also a reference position and Pat hopes to start interviewing for that position next week.

Grace asked if the applicants are from out of state. Pat let the Board know that most applicants are either moving here or are willing to move here. Bill asked if the library covers moves. Pat shared that we don't cover expenses. Lou asked if there are any approved open positions that there is no action on at this point. Pat said no and shared that everything is moving along.

Pat started to discuss the planning committee. Lou brought up that there was going to be a separate meeting to discuss planning. Grace said there was talk about a meeting that the Library Board could attend and one of the Library Board meetings would be set up to specifically talk about that and just have the planning committee on the agenda. The Board agreed to have the May 15 meeting dedicated to discussing just the planning committee and start at an earlier time.

Pat shared with the Board that she has discussed the need for a bond for the library with Isaac Pino, Director of Community Services. Discussion was held on what bonds passed and did not pass for the March election.

Pat will work on trying to get on the City's CIP for State government funding for next year and make sure the library is one of the top five; because of La Farge's lease ending in 2017, something has to be done. Jan said this would be a great opportunity to engage people to show how important the library is to them and go forward.

Pat put the New City Councilor update on the agenda because she would like to have the Board let her know what information to put in a packet for the Councilors and then set up a meeting or take them to lunch. She would like to let them know that there is a Library Board who is happy to represent them and the City. Isaac saw that the new City Councilor update was on the agenda and thought that was great. Bill added that he would be willing to talk to County Commissioners when that time comes along. Discussion was held on what the Board could do to get this set up. Grace will send Jennifer an email to inform her before the April meeting.

Pat brought up Southside and mentioned that Patricia Seavey is looking for a people person oriented librarian with a lot of energy to fill the librarian vacancy. Lou also added that the Board members should spend a couple of hours at Southside in the morning on a Saturday. There is so much energy out there with all of the kids and young people. Pat shared that Amy Barr, the Children's librarian has about 19 kids in her Teen program.

Bill asked Pat to send him a copy of the Charter. He can't find the Library Board listed in the Charter on the City's website. Pat will send Bill a copy.

Pat mentioned that Jan and Angela's terms are up for renewal. In order to renew their terms, letters will have to go to the Mayor for his approval.

DATE OF NEXT BOARD MEETING

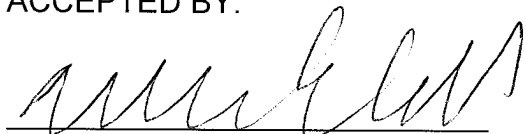
The next regularly scheduled meeting will be held on April 17, 2012 in the Pick Room, at the Main Library, 145 Washington Ave, Santa Fe, at 4:30 p.m.

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

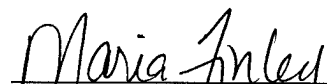
ADJOURNMENT

Lou made a motion to adjourn, seconded by Jan, which passed unanimously by voice vote. The meeting adjourned at approximately 5:38 p.m.

ACCEPTED BY:



Grace Brill, Vice President



Maria Finley, Recorder