



Agenda

SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, February 19, 2013
4:30 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
November 20, 2012
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
No New Business
- VI. OLD BUSINESS
 - 1. GO Bond
 - 2. Update on Library Needs/Services
- VII. DATE OF NEXT BOARD MEETING
- VIII. 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
February 19, 2013
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 4:40 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
Angela Matzelle

Excused

Jan Duggan
Lou Hernandez
Angelo Jaramillo

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Bill made a motion to approve the November 20, 2012 minutes, seconded by Grace, which passed unanimously by voice vote.

PRESIDENT'S REPORT

Jennifer brought up that there were members of the library board whose terms were going to expire in July; one of them being hers. She asked Pat if the County positions were going to be advertised through the City or County. Pat said it could be advertised through both. Jennifer shared that the County Commissioners may want to advertise. Jennifer asked Pat if she could send over the language for advertising and when the deadlines are to be able to coincide and get it put on the agenda for the County's meeting. Bill shared that he will have completed his first term come July and will not seek another term.

DIRECTOR'S REPORT

Pat shared that the library is still in the process of working on staffing. There have been some staff that have moved internally. The library services director position was advertised for. Interviews were held, however no one was selected from the internal list. The position has been re-advertised. Pat sent the recruitment announcement to American Library Association and other list serves to be advertised.

La Farge will soon have a reference librarian position vacant. Karen Regensberg is retiring. There is also a part time library technician transferring from Main to La Farge, leaving a vacancy for that position at Main. The other position that Pat is waiting to hear on is for Oliver's position. He retired just before Christmas. Pat has been working with HR to change his title to one that matches what the duties of the position are. In the past the acquisitions librarian only ordered materials and accounted for them. The job has grown throughout the years and handles the library's budget.

The library's budget for FY 2013-14 will remain flat. The only change will be when the library starts to charge for library cards. Patrons will be charged \$2.00 to get a replacement card. Jennifer asked if it was for replacement cards or any new card. Pat said it was just for replacement cards. The new system in circulation requires patrons to present their card so staff can put in the card number. Patrons will also need a card for PC Reservations once that is in place. Signs have been posted to alert patrons of the change regarding replacement cards. It was also put on the blog. It will take effect March 1.

Pat let the board know that the City has decided to go through Unique to start collecting fines. With all of the other changes happening in the library, it has been decided to wait until July 1 to start using Unique.

Pat shared that she is still in the process of looking for money to be able to buy security gates, which will cost around \$30,000.00. Pat has asked for the security gates to be added to the City's list of things that are needed for Main.

NEW BUSINESS

No new business.

OLD BUSINESS

The GO Bond did pass, however it is half of what has been received in the past. It will be for \$160,000.00 over two years. Pat explained that it did hurt the library because if there had been more money, security gates could have been purchased.

Donations to the Friends are up although there have been no events held by the Friends. The budget from the Friends for the library for this year is \$95,000.00. Pat explained that she asked the Friends for money for ebooks. They offered to give \$8,500.00 from the interest from the endowment to purchase ebooks. Pat clarified that she did not ask to use the money from the interest from the endowment as it was stated at the Friends annual meeting. Nevertheless the library is pleased to have it.

The library contracted with Overdrive and started ebooks after the first of the year. Overdrive is a company that stores all of the books and the library does not have to have the books on a server or within the City system. The cost to set up the system was \$7,000.00. There was a \$3,000.00 discount given. Staff researched various companies and what they offered and felt Overdrive was the best. The books can be checked out for two weeks and can also be renewed. There has been a tremendous response with ebooks. Online audio books are also still very popular. Discussion was held.

Pat shared with the board that the library offers Encyclopedia Britannica online. The schools are very grateful the library provides this database for the children. As long as the child has a library card, they can access all of the databases the library provides.

There is a staff person working with a librarian/teacher from the Amy Biehl Community School to get students there signed up for library cards. The teacher turns in the forms to the library and the students can stop by the library to visit and pick up their cards.

Attendance has been up and down in the libraries. It seems like it should be higher, but staff do not know the reason for the fluctuation. The gate counters have been replaced.

City staff, Councilor Wurzbarger and Pat have been touring the libraries to assess what the needs are. Pat has done a complete analysis of Main, La Farge and Southside and turned it in. She is trying to get on the CIP list for next year. Pat feels that a bond would be best in order to replace La Farge and renovate Main.

Jennifer asked what the status was on La Farge. Pat shared that Isaac Pino has talked with the Schools and is now talking with the City. The Schools have suggested two proposals. The first proposal would be for the City to pay fair market value to lease La Farge. The second proposal would be for the City to buy the land from the Schools. A decision has not been made. Pat and the board discussed different options for La Farge. At the next library board meeting, Pat would like for the board to think about any information that can be given to the City as a recommendation. The board asked Pat to go to Isaac and ask how and if the board could approach the City regarding La Farge.

Angela asked what would happen after 2017 if there was not a new library standing ready to fill. Pat believes that the City would negotiate with the Schools to keep it open until a decision is made. The reason Pat would like to get a bond is because it takes time to get put on the calendar and the City has to agree to it. To build the Southside library, the City, through a bond came up with the initial amount of funding of about six million. Pat let the board know that Espanola is also asking the legislature for money. Pat expressed how important it was to get this going. The problem is that the City has not put the library on the "approved" list. Plans would need to be made for next year.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on March 19, 2013 in the Pick Room, at the Main Library, 145 Washington Avenue, 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

Grace made a motion to adjourn, seconded by Angela, which passed unanimously by voice vote. The meeting adjourned at approximately 5:30 p.m.

ACCEPTED BY:


Jennifer Jaramillo, President


Maria Finley, Recorder