



Agenda

DATE 5/15/13 TIME 9:55am

SERVED BY Maria Finley

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room
Tuesday, May 21, 2013
4:30 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
February 19, 2013
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
No New Business
- VI. OLD BUSINESS
 - 1. Library Board Members
 - 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
May 21, 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 4:41 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
Jan Duggan
Lou Hernandez
Angelo Jaramillo

Excused

Bill Heimbach
Angela Matzelle

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Grace made a motion to approve the February 19, 2013 minutes, seconded by Jan, which passed unanimously by voice vote.

PRESIDENT'S REPORT

Jennifer discussed Board member vacancies.

DIRECTOR'S REPORT

Pat shared that Main and La Farge were going to be short staffed due to retirements. Also, staff at Main had planned vacations ahead of time and now the circulation desk coverage is being affected. Media will be closing which will free up 40 hours to bring down to circulation to help with desk coverage. Jennifer asked if media was going to be closed everyday until filled or if it would only be opened once a week. Pat explained that patrons could put media items on hold and it would be brought down to circulation to be picked up. Patrons would not be able to browse. Media is currently closed until noon because there is not enough staff to cover the desk.

NEW BUSINESS

No new business.

OLD BUSINESS

Discussion was held regarding Board members in the President's report.

Pat is working very closely with staff on a plan to move media downstairs. All of the audio books will be brought down and put on shelves in the far corner where the microfiche is, back in the corner past reference.

Pat would like for two things to happen. The City gave the Library \$118,000.00 for improvements to Main. With part of that money, Pat would like to get security gates and purchase a DVD dispenser. The DVD dispensers are stackable and can fit 1,500 or more DVDs. It would be placed at the check out desk and staff would fill the cases. The cases would be on shelves for patrons to browse. The patron would take the case to the circulation desk and staff would then get the DVD for them. The Board members were very pleased with this information.

The teleforms machine is not working properly. This machine calls patrons that have requested to be notified about their overdue books or books that they have placed on hold. The staff asks patrons to either give an email address or phone number in order to get notices. The teleforms machine has gone down before and 6,000 notices had to be sent out for two weeks at 28 cents a notice. The mailroom did not have the budget for that expense. The Library saves the mailroom about \$20,000 every two years by having this machine. The Library will be purchasing a new machine to replace the broken one.

Pat credits Margret Baca and Fran Fresquez, who is substituting for Oliver, with figuring out the City's process and spending out the rest of the money for fiscal year 2012-2013. Staff got together to evaluate what the Libraries needs were and purchased what was needed.

Grace asked how moving the AV downstairs would be accomplished. Pat shared that she has been talking to David Pfeifer. He is the Director of Building Maintenance. They are also short of staff but are working out a plan for moving the materials downstairs.

Pat let the Board know that Dr. Morgan, Finance Director, was able to get the Library thirty-seven new computers. Lou asked about the memory on the computers. Pat said twenty of the computers were ordered with the requested specifications. ITT had to give the Library enough memory for the rest of the computers. Bae, the circulation manager at Main, will install the memory on the rest of the computers.

Pat discussed the City's shortfall with the Board members and informed them that the City Councilors were told by the City Manager that there would be no loss in service to the public. Since the Library will not be able to fill vacancies due to the shortfall, they will be able to hire for one temporary part time library technician. This position still needs to be approved to be advertised. La Farge is up to full staffing until the full time reference librarian retires. Southside is up to full staffing levels. Jan asked if it would help if the Library Board wrote a letter regarding the staffing issues. Pat shared that unfortunately each department within the City has had to cut and the Library is not exempt. Lou stated that is a way of life in all governments, the money is not increasing. Jennifer also expressed how it was the new normal to have one person doing two to three positions for the same pay.

La Farge will be the next topic of discussion for the City. There was an editorial in the New Mexican discussing if two libraries were enough to serve the City of Santa Fe residents. Pat shared that according to ALA recommendations, and the numbers that the libraries have going through the doors, two libraries would not be enough. Pat felt that this was a long term issue and discussed possible options with the Board members.

Pat shared that she spoke with a reporter from the Albuquerque Journal Taos. He informed her that the City of Taos is looking at charging everybody except Taos City

residents for a library card. This will be going to a vote at their Council meeting. Taos will be the first City in New Mexico to do this if it passes.

The Santa Fe Public Library serves all residents, students, and those who work in Santa Fe and Santa Fe County. They also honor other New Mexico City's library cards. The reason is that the Santa Fe Public Library receives state funding to provide resources.

At the next Board meeting, Pat will have the City applicants to be reviewed and the County applicants to be approved.

DATE OF NEXT BOARD MEETING

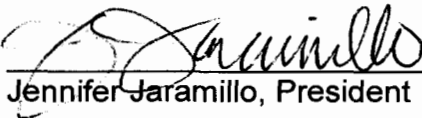
The next regularly scheduled meeting will be held on June 18, 2013 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 4:30 p.m.

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

ADJOURNMENT

Jan made a motion to adjourn, seconded by Lou, which passed unanimously by voice vote. The meeting adjourned at approximately 5:47 p.m.

ACCEPTED BY:



Jennifer Jaramillo, President



Maria Finley, Recorder