



# Agenda

DATE 6/11/13 TIME 11:39a

PREPARED BY Maria Finley

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room  
Tuesday, June 18, 2013  
4:30 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
May 21, 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  
June 18, 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 Vice President Grace Brill 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**

Grace Brill, Vice President  
Jan Duggan  
Bill Heimbach  
Lou Hernandez

**Excused**

Angelo Jaramillo  
Jennifer Jaramillo, President  
Angela Matzelle

**Guest**

Phyllis Goodman

**Staff Present**

Pat Hodapp

**APPROVAL OF MINUTES**

Lou made a motion to approve the May 21, 2013 minutes, seconded by Grace, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

None

**DIRECTOR'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 shared with the Board some of the concerns patrons have had regarding the move of media. Those concerns have been addressed. She let the Board know that this move will be a several month process. Plans are for audio books to be brought downstairs this Thursday. The microfilm reader and case will be moved down to the end of the magazine area. Microfiche will be moved down to the lower level. There haven't been any requests in a year for microfiche. Grace asked how often the microfilm is used. Pat said there have been about 60 to 75 uses in the past eight months. Discussion was held.

The City allocated \$118,000.00 out of the two million that was found to renovate and bring the Main Library up to par. Part of that money was to paint the outside windows and doors, which is being done. Another priority is to paint the entire inside of the Library, which will cost \$25,000.00. The Library has carpet squares to replace old ones; since the Library already has them ready to be put in, there should be no cost except for the labor. 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 checkout 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. If the DVD dispensers work at Main, then the dispensers might be purchased for the other two branches.

Southside has the largest media collection and the DVDs are currently security stripped because that was the setup when the Library opened. Grace asked if the new gates for Main would be replacing the ones that are currently there, and would they fit? Pat said the new gates would fit.

There was some money in the furniture/fixture/equipment line to pay for a few of the chairs in the Southwest room to be re-done. There is also enough money to pay for the benches to be re-done as well and won't have to come out of the \$118,000.00.

The bench on the portal, on the North side of the Library that faces Marcy Street, will be removed. It will be refinished and replace the bench that is at the back door. The portal has become a gathering point which has created problems. Two weeks ago there was an altercation. That same night a perpetrator broke the window and smashed the entire top of the door out. It is a door that is not used, except for emergencies. They entered the Library. Pat was given a security report the next morning that showed where each alarm went off. It was someone with a dog because a dog bowl was left behind. The City responded quickly and had the door repaired. The Library is in the Historic district; therefore it had to be built exactly the same.

Grace asked if security strips needed to be put on the media items and asked if there would be a phased plan for the high value items. Pat shared when the item is returned it can be checked immediately and have a strip put in if one is needed. Staff will do a retroactive "stripping" just before this is started so that the bulk of the materials and everything that comes out of the catalog department will be stripped. Lou asked for a timeline on the security gates. Pat said she hopes to get permission to have them put in by the end of July.

## **NEW BUSINESS**

No new business.

## **OLD BUSINESS**

The Library has thirty-seven new computers. They are replacement computers. Pat shared with the Board that the internet was down on Saturday and Sunday. It came back up on Monday just before the Library opened. Discussion was held.

With the help of Margret Baca and David Larkins, who replaced Oliver, the budget has been spent down for fiscal year 2012-2013. Staff got together to evaluate what the Libraries needs were and purchased what was needed. Security cameras were purchased for Southside. Funding for the cameras came from part of the Library's budget. The other part was from the Southside campaign funds.

Grace asked for an update on Unique. Pat shared that she is working with the new Finance Director, Marcos Tapia, and he suggested holding off for now due to staff shortages and computer issues.

On Monday, interviews were held for County Library Board positions. There is another interview scheduled for this evening at 5:30 p.m. The posting for the City openings closed on June 17, at 5:00 p.m.

Pat shared with the Board that a decision has not been made regarding La Farge. Different ideas were discussed on possible options for La Farge when the lease is up.

E-books are very popular and patrons are accessing them easily. The audio books are also up in circulation.

There is a staff member at Southside offering computer classes. It is a computer class which will help people with setting up email, learning how to attach a document and other basic information.

Bill mentioned that this would be his last Board meeting because he won't be here in July.

#### **DATE OF NEXT BOARD MEETING**

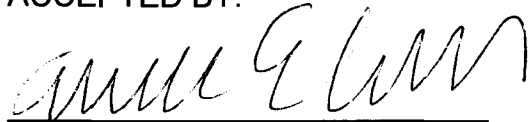
The next regularly scheduled meeting will be held on July 16, 2013 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 4:30 p.m.

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

#### **ADJOURNMENT**

Lou made a motion to adjourn, seconded by Jan, which passed unanimously by voice vote. The meeting adjourned at approximately 5:24 p.m.

ACCEPTED BY:



Grace Brill, Vice-President



Maria Finley, Recorder