

Agenda

DATE 7/9/13 TIME 3:53pm

BY Maria Finley

APPROVED BY [Signature]

**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Tuesday, July 16, 2013**

**4:30 p.m.**

**Main Library**

**145 Washington Avenue**

**Pick Room**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
June 18, 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  
July 16, 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 4:38 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

**Excused**

Bill Heimbach  
Angela Matzelle  
Angelo Jaramillo

**Staff Present**

Pat Hodapp

**APPROVAL OF MINUTES**

Grace made a motion to approve the June 18, 2013 minutes, seconded by Jan, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

Jennifer brought up the flooding at La Farge. Pat let the Board know that the Library closed to the public at 5:00 p.m. Lou asked how the water got in to the building. Pat shared that underneath the door on the side of the building water was forced under. The hail was pushing it down from De Vargas Middle School. There is a drain outside the door that had not been cleared so the water could not go down. Lou, reference librarian, pulled dirt and grass out of the drain to let the water go down. Levi, library technician, went out with a shovel and made a small trench. Staff started cleaning and mopping up water. Kathryn called the facilities maintenance staff to report the issue and they showed up right away with a big vacuum and a blower. There were a few patrons who also helped clean up. The next day La Farge opened at 1:00 p.m. In the morning, staff from facilities maintenance used a carpet cleaner and cleaned the whole area. Although the Library did not open until 1:00 p.m., pre-school story time was still held in the Community Room so as to not disrupt the children's programs.

Jennifer felt that the Board should send a Thank You letter to La Farge staff and those patrons that helped clean up the Library after the flood since they really stepped up. They all agreed. Pat will create and send for the Board.

Jan asked for an update on La Farge. Pat shared that Isaac Pino will be going back to the City Council to inform them that there are only three years left on the lease and plans need to be made. Pat discussed some options that could work. The Board discussed sending a letter to the City Councilors to ask for ideas. Grace will put a draft together for Pat's review.

Pat has also talked with Isaac about a bond for the Library. Grace asked how far in advance bond issues need to be planned for.

Pat shared that from start to finish, the whole process could take 4-5 years.

### **DIRECTOR'S REPORT**

Pat shared with the Board that she spoke to Isaac about staffing levels at Main, La Farge and the \$118,000 given to the Library for upgrades. She has written memo's regarding staffing levels and upgrades to the Library.

At the end of the fiscal year 2012-2013, staff had to come up with ideas on how to save money with the ten million dollar shortfall. It has been difficult to cover the Circulation desk at Main due to being down 80 hours of staff time. The Library has been able to hire a temporary part time library technician for Main. The library technician hired has worked for the Library before and starts this week. Pat is putting together a plan for coverage.

The City gave the Library \$118,000.00 for improvements to Main. Pat has been working closely with the maintenance staff. The outside has been painted and the next project is for the inside to be painted. Pat is working on a memo to ask for part of that money to purchase security gates and DVD dispensers. The security gates and dispensers need to be purchased and set up before Media can be moved downstairs. Staff met with Biblioteca for quotes. They have the best product for security gates and DVD dispensers. If this plan is approved, this can be in place by September or October.

Pat let the Board know that the Southside Library is finally getting a new annunciator, a machine that connects directly to the Fire department and ATI Security. The annunciator had not been working for the last eighteen months. Pat and Patricia Seavey would get calls at 6:40 a.m. every morning to let them know the alarm had gone off. Discussion was held.

### **NEW BUSINESS**

No new business.

### **OLD BUSINESS**

Library needs and services were discussed in the Director's report.

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

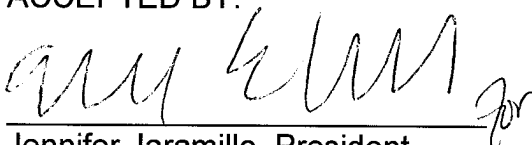
The next regularly scheduled meeting will be held on August 20, 2013 in the Community Room, at the La Farge Branch Library, 1730 Llano Street, Santa Fe, at 4:30 p.m.

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 Jan, which passed unanimously by voice vote. The meeting adjourned at approximately 5:25 p.m.

ACCEPTED BY:



Jennifer Jaramillo, President



Maria Finley, Recorder