



Agenda FE 11/12/13 TIME 11:00am
BY Maria Finley
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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
Pick Room
145 Washington Avenue
Tuesday, November 19, 2013
4:30 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
July 16, 2013
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 1. Request for Approval for Vice President to become President
 2. Request for Nominations for Vice President
 3. 2014 Library Board Meeting Dates
 4. 2014 Library Holiday Closings
- VI. OLD BUSINESS
 1. Library Board Members
 2. Update on Library Needs/Services
- VII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

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**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
November 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 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
Rebecca Allahyari
Jan Duggan
Emily Dwyer
David Wagner
Jose Sanchez

Excused

Lou Hernandez

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Jan made a motion to approve the July 16, 2013 minutes, seconded by Grace, which passed unanimously by voice vote.

PRESIDENT'S REPORT

No President's report.

DIRECTOR'S REPORT

Pat handed out information on the Library Board as created by the City, 2012-2013 Library statistics, 2014 Holiday Closings and 2014 Library Board meeting dates.

Pat gave background information on the Library to the new Board members. She shared that the Library is open 160 hours a week at the three locations and the Library is a Division of the Community Services Department. Pat's boss is Isaac Pino and he answers directly to the City Manager.

The statistics that Pat handed out show how busy the libraries are. The statistics are tracked very closely for several reasons. These statistics are used to help in planning, programming, purchasing materials and where staffing is needed. These are compared to the prior year to see if something has changed. Library visits have gone down from last year. Pat believes part of the reason for the fall is due to some faulty door counters. Items circulated went up and out of the 700,000 items that are checked out, 200,000 are children's items.

The Library has become the place for community meetings since there is no charge for the meeting rooms. There were 3,400 community meetings in our three buildings last year. All meetings have to be open to the public and commercial groups are not allowed to use the meeting rooms.

The reference transactions show how closely staff works with the public to help them find what they need. These questions that staff answer for patrons are not directional questions but informational questions of books, materials and databases.

Pat briefly discussed how one of the things that has helped with the shortage of staff is the self-checkout machine. Staff is looking at putting another machine at Main; however it will depend on wiring.

The Library has started out small with the eBook collection. There are around 2,500 eBooks as of now. Staff is looking at the cost to see how much more will be put into eBooks. The Library will not be purchasing children or teen books at this time. Staff tracked the usage of teens for three months and it was not being used. Jose asked if eBooks were more expensive. Pat shared that they are two to three times more expensive and the Library is not allowed unlimited use of them. There is usually a deadline when the eBooks go away. For example, Harper and Rowe will allow an eBook to be checked out 26 times and instead of paying \$25.00 on discount for a hard copy, they charge approximately \$80.00. The Library has kept the cost down by not buying books that are high on the New York Times best sellers list.

Pat mentioned that if there is a book a patron wants and the Library doesn't own it, the patron can fill out a blue card requesting that book. Of the requests about 90 percent are filled and the price is looked at. If staff can't find the book to buy, they look into getting the book through interlibrary loan.

The Library had 17,690 people attend programs. These programs are organized by Library staff and are not just a count of people coming in to use the Community Room.

The Main Library has a new Library Services Director. Her name is Stephanie Rowe and she will also be working on getting more adult programming in the Library.

There are about 345,000 items in the collection with multiple titles. The Library has 215,000 individual titles. It helps to have multiple copies when there are a lot of patrons wanting to read the same book.

Pat went over the numbers of both Library and Friends volunteer hours that were given to the Libraries. Pat shared that the Library does not use Community Service volunteers from the Courts. Recruitment of volunteers to work at the Main Library is currently being handled by Adam Reilly, Reference Librarian, and Stephanie Rowe.

The budget from the City for the Library is \$3,754,770.00. In addition, the Library also receives funds from the GO Bond, State Aid, the Friends and the County. The Legislature approves if a vote can be put out in November for the Go Bond. The GO Bond in the last three years has been cut. For 2014 the Library will receive \$58,500.00 GO Bond money, \$11,300.00 from State Aid and the Friends budget for 2014 will be \$92,300.00. The money from the Friends comes from the bookstores, donations, corporate gifts and book sales. Pat works very closely with the Friends to put a budget together. Pat is not sure how much the County will be giving. It could be \$15,000.00 or \$20,000.00.

Pat gave background information on how many Library card holders come from the County. Discussion was held.

NEW BUSINESS

Grace brought up the possibility of discussing and coming to an agreement on a meeting time for when the Library Board has its meetings for 2014. This could be discussed at the next Board meeting. Grace shared that for the past two years the Board has met on the 3rd Tuesday of every month at 4:30 p.m. Now that there are new Board members she would like to make sure that everyone is happy with the time.

Grace made a motion to postpone any decisions about officers until a further meeting, seconded by Emily, which passed unanimously by voice vote.

Jan made a motion to approve the 2014 Library Board meeting dates, seconded by Rebecca, which passed unanimously by voice vote. Emily asked if the meeting locations change. Pat shared that it has been kept at Main due to convenience for Board members. If the location is changed, it is done one month in advance. Grace also let the Board know that as long as the location is in the minutes Maria can put it on the agenda for the next meeting. Maria sends the agenda to the City Clerk one week before the Board meeting.

Pat shared that the City requires the 2014 Holiday Closings go to the Library Board. It then goes to the City Manager for approval. There are no changes from last year. Pat discussed why Main is closed the weekend of Fiestas. The Library closes at 1:00 p.m. on Christmas Eve and New Year's Eve. The City doesn't always grant that time off so staff have a choice to either make up the time or take their own leave. Emily made a motion to approve the 2014 Library Holiday Closings, seconded by Rebecca, which passed unanimously by voice vote.

OLD BUSINESS

Pat welcomed the Library Board members.

The Main Library is dealing with a shortage of staff again. When the City was trying to get the budget together, they gave the Library a very limited amount of time to come up with a way to cut costs but not services. The year before, La Farge closed for one day to free up staff to cover at Main. When the idea of closing either La Farge or Main for one day was offered, that was not approved. It was decided that media would close and the staff that was there could come down and work on the first floor. Media would have to be brought downstairs eventually so that patrons could browse. Media is a high theft item at the Library and that was the reason for keeping it in an enclosed room with a staff person. Library staff has been working on a solution to be able to bring media down. Pat discussed what would be needed to make this possible.

The City allocated \$114,000.00 from CIP money to the Library. The money was to be used to refurbish and make the first floor of the Main Library and entrance look good. The entire wood on the outside of the Library has been painted, the floors have been polished and they have started painting on the inside. The lobby will be worked on in the next month. Old shelving has been moved down so that media can be put directly behind reference.

Pat was able to use some of the money allocated to be able to purchase security gates and a DVD dispenser. The DVD dispenser would be placed at the checkout desk and staff would fill the cases. The cases would be on shelves for patrons to

browse. Pat hopes to have this done by January 1st. Contracts are being worked on for the machines and the security gates.

Grace asked if the CIP money had to be expended by a certain time. Pat shared that she should have two years so there is time. It is being moved along as fast as allowed. Since there were some patrons upset about not browsing, some book cases were brought down and books on CD were put there. Patrons were very happy, however within two days there was theft. Media will be security stripped as well as 14 day books. Pat was informed that a patron had been in front of Albertsons at the De Vargas mall and there was someone selling DVDs and CDs from the Library for \$1.00 each. The patron bought five of them and brought them back to the Library. Pat mentioned that at Southside a security system was put in place when it was built. David asked if the gates were for the whole Library or just for the media room. Pat shared that the gates are for the whole Library and the media room will stay closed.

The plan Pat hoped to use the media room for was to turn it into a computer lab staffed with a trained person. The way the positions are set up it would have to be a librarian, which would put the Library in a dilemma since it would be short a librarian to cover in reference. The Library staff felt most supportive to let children's use it for their craft area.

David brought up the checking out of media for clarification. The DVD case would be taken to the circulation desk and staff would have to locate the DVD and get it checked out to them because self-checkout can't be used for Media. Pat explained that self-checkout can't be used right now. The company Bibliotheca has a beta testing that will connect to the catalog. Ill is the catalog the Library uses. If Bibliotheca can get that done within a reasonable amount of time or guarantee that it could be done, that would mean there could be self-checkout for media. This will help because dealing with media is time intensive for staff.

Jose asked if there was a theft problem at La Farge. Pat shared that the theft is not as high as Main or Southside. Jose asked if Pat knew why. Pat believes it has to do with the age of the patrons who use La Farge. Media was moved so that circulation staff had a clear view of the materials. There has been less loss since then. David asked if the theft that was happening was more of media and not books. Pat confirmed that it was. She also shared that patrons don't always check out the 14 day books. Pat let the Board know that there was a patron who would not check out the 14 day books but would bring them back in a timely manner. Once the patron was caught and confronted, she started going to La Farge and Southside.

Pat stated that the Library does not charge fines. Grace asked for an update on the company that was going to collect fines for the Library. Pat shared that it has been approved but has been put on hold until the Library can get more staffing.

Another project staff is working on for the Library is to purchase computers. There is a company out of Canada called Useful. Las Cruces, Belen and Ruidoso are using Useful. The Library could piggyback on their contract. For approximately \$34,000.00 startup, the Library will get computers and OPACs that are needed for all three Libraries. The cost to maintain on a yearly basis is \$14,000.00. Discussion was held on where the funding would come from.

Emily wanted to discuss the transient issue and brought up that when she goes to work she sees a lady with her shopping cart under the portal. She wanted to know

what is going to happen with her as the weather gets colder. Pat shared that there are staff who have talked to her and they think she might be living in an arroyo. Staff is very concerned for her and they have been trying to get her into a shelter. She doesn't want to go to a shelter. She is very noninvasive with patrons and she doesn't beg for money. Per the City the Library is not allowed to put up any no loitering signs.

Another concern is the bench that is under the portal. It has been debated on whether or not to take the bench away. Sometimes there are 12-16 guys there and that is intimidating. A couple of months ago the door had been kicked in at night and someone let their dog in. Pat said she has shared her concerns with the Chief of Police and would like to have the area patrolled more to have a closer cop presence. Discussion was held.

David mentioned that he has seen a police man or security guard at La Farge all the time. Pat shared that there are guards' at all three libraries that have been hired by Chavez Security. For La Farge and Southside, Chavez security is paid with quality of life money. For Main, the cost is shared with parking and the rest is paid with quality of life money. At Main, unless there is an incident inside the Library that needs their attention, the guard is in the Library 15 minutes out of the hour and they route through the building. The rest of their time is spent in the parking lot to monitor if patrons are paying to park. Pat discussed incidents that have happened at Main.

Library rules state that patrons may not disturb other patrons. This means by smell, noise or physically. That has held so far with no challenge. Grace mentioned bringing the policy to the next meeting for the Board members to look at. The policy would not be voted on, just for people to see it. Discussion was held on the transient issues.

The City Attorney has agreed that the Library doesn't need to have purchase agreements or insurance liability for companies that provide databases for the Library.

Pat shared with the Board that the Schools are interested in doing something with La Farge. The Schools met with the City about many mutual MOU agreements. The City will have 45 days' notice before the end of the contract in 2017 to buy the land or move. David asked if the La Farge building belonged to the School system. Pat explained that the building belongs to the City and the property belongs to the Schools. It was built with Federal Community funds, which means that the building can only be used for educational or recreational purposes. Different ideas were discussed on possible options for La Farge when the lease is up.

The Main Library is in a tough staffing situation. Pat is working on a plan to get staff back that was taken away. If Pat is not able to get some staff, the children's area may have to close at 6:00 p.m. for a period of time.

Grace mentioned to Pat that she thought there were sort of Library questions and issues that people might be interested in and what might be the best way to get that covered. Pat shared that Margret Baca, Library Director of Technical Services, has done presentations on how the Library budget is spent. Tours have also been given. There were some Friends Board members questioning why the Library hadn't spent the money the Friends had given them. Margret did a great power point presentation for the Friends to show where and how the money is spent. Library staff looks at

what needs to be spent first. The Friends budget ends in December so there are two months left to spend out the budget.

DATE OF NEXT BOARD MEETING


The next regularly scheduled meeting will be held on December 17, 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

Jose made a motion to adjourn, seconded by Jan, which passed unanimously by voice vote. The meeting adjourned at approximately 5:40 p.m.

ACCEPTED BY:


Grace Brill, Vice President


Maria Finley, Recorder