



AGENDA

LIBRARY BOARD
MARCH 16, 2021
5:45 PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR LIBRARY BOARD MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings in excess of those permitted in the current Public Health Order, the Library Board meeting will be conducted virtually.

Viewing: Members of the public may join the Zoom meeting by internet or phone, as follows:

Internet: To join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet, use the following link:

Join Zoom Meeting

<https://santafenm-gov.zoom.us/j/97681108396>

+16699006833,,97681108396# US (San Jose)

Meeting ID: 976 8110 8396

Attendees should use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

Phone: To join the Zoom meeting using a phone, use the following phone numbers and

Webinar ID: **US: 1 (346) 248-7799 - Webinar ID:** 976 8110 8396

Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
 - a. Agenda



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LIBRARY BOARD
MARCH 16, 2021
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4. **APPROVAL OF MINUTES**
 - a. February 16th Minutes for approval
 5. **PUBLIC COMMENT**
 6. **DIRECTOR'S REPORT**
 - a. Directors Report
 7. **PRESIDENT'S REPORT**
 8. **NEW BUSINESS**
 - a. Discussion Item – Big Read
 - b. Discussion Item – Friends of the Library Updates
 - c. Discussion Item – Strategic Plan
 9. **OLD BUSINESS**
 10. **NEXT MEETING: No Meeting Scheduled**
- Discuss Time of Next Meeting
11. **ADJOURN**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



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Passcode: 141109

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MINUTES

LIBRARY BOARD
FEBRUARY 16, 2021
5:45 PM
VIRTUAL MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

Members Present:

Member Marie, Schow
Member Elizabeth, Alarid
Member Sarah, Jacobs
Member Brecken, Larson
Member Richard, Ryan

Members Excused:

Member Carlo Brady
Member Rebecca Phillips

Others Attending:

Maria Tucker, Library Division Director
Gail Vigil, Contracts Administrator

3. **APPROVAL OF AGENDA**

MOTION: Member Alarid moved, seconded by Member Jacobs, to approve the as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Alarid, Member Jacobs

Against: None



MINUTES

LIBRARY BOARD
FEBRUARY 16, 2021
5:45 PM
VIRTUAL MEETING

Abstain: Member Schow, Member Larson, Member Ryan

4. APPROVAL OF MINUTES

- a. Approval of Minutes – February 16, 2021

MOTION: Member Jacobs moved, seconded by Member Larson, to approve the minutes as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Jacobs, Member Larson

Against: None

Abstain: Member Schow, Member Alarid, Member Ryan

5. PUBLIC COMMENT

6. DIRECTOR'S REPORT

- a. Library Directors Report from Maria E. Sanchez-Tucker

Brecken Larson- Has the seed always been apart of the library

Maria Tucker- Yes, we have master gardeners that come and help. this year seeds can be picked up at all 3 library locations.

Marie Schow- what is the timeline for the schools

Maria Tucker- We will begin the work in March and the program will start in the Summer.

7. PRESIDENT'S REPORT

8. NEW BUSINESS

- a. Discussion Item- Big Read

Maria Tucker – Big read will be kicking off on March 20th with a film and concerts.



MINUTES

Santa Fe Community foundation has sponsored this project to give out books to the community.

there are 35-40 programs planned and are being input in a calendar.

FOL sent out a sponsorship letter.

Marie Schow- how has the response been for book-clubs

Maria Tucker- Right now we have 5

Jaap- What type of advertising

Maria Tucker- We are going to advertising on the City buses, books around town a trivia night

Santa Fe New Mexican will be our digital partnership

- b. Discussion Item-Friends Updates

Jaap- A lot of FOL efforts are going into the Big Read

FOL fiscal year now matches the City's fiscal year from July thru June 30.

- c. Discussion Item – Library Board Annual Objectives

Marie Schow- what is the difference between the objectives and strategic plan

Marie Tucker- We can talk about both of these together. we need to use this as a guide

how can we get a 1 page guide to see us through 3-5 years. how can we ask for more funding from the County? One step at a time, one year at a time. How can we implement?

Marie Schow- Can this plan come from the Staff and advisory board? it would be great to have the staff be a big part of this.

Jaap- I recommend Community involvement as well

Maria Tucker- Yes for sure we should get the community involved as well and ask what their needs are. it would be great to have some participation from the Library board.

Many responded that they would love to be apart in helping with this project.

- d. Discussion Item – Strategic Plan

9. **OLD BUSINESS**

10. **NEXT MEETING:**

11. **ADJOURN**



MINUTES

LIBRARY BOARD
FEBRUARY 16, 2021
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VIRTUAL MEETING

Liaison

Chair



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Director's Report March 2021

Library Division Director

February Stats

Physical Materials Checked Out: 18,273

Digital Materials Checked Out: 13,957

Total Circulation: 32,230

E-Resources: 6,810

Library Virtual Programs

Number of Programs provided:

7 Youth 5 Adult

Tax Help New Mexico 187 served

In-Person 187

Live program attendance Via Zoom: 309

Craft Kits: 300 DIY Card Kits were distributed

Reference Questions Answered 1,893

SORA App Partnership with Santa Fe Public Schools (SFPS)

Staffing Update

Four Library Tech positions are currently being filled and one Librarian position at SS has been posted for recruitment. Interviews are concluding.

Library Projects and Programs

Southside Library- Ann Bentley, Interim Manager and Library Collections Manager

On February 9th, Southside moved to front door service for item pickup. This move has been beneficial and staff has become comfortable with the shift in processes. For the first time since we re-opened for pickup service, our circulation numbers hit 1000+. This happened the last week of February after only three weeks and some very bad weather! Staff and patrons alike have enjoyed the opportunity to interact a bit more, safely of course. On the first day of set up, one of our usual patrons who lives across the street came over to chat with us. She is without phone or internet so has had no way to access the library. I was able to talk to her and work out a plan where she leaves us a note in the book drop on what she's interested in and we place the holds for her. She then stops by the table during our pickup hours to see if anything is available. We were also able to give her information on Santa Fe Connect to help with housing and food issues. She was very grateful and enthusiastic.

* On February 17th, Southside had a roof leak in our receiving room and book drop room. Only a few books were damaged beyond repair.



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Tinwork by Jimmy Romero

* Elena Valdez is heading up the summer memory project called Nuestra Santa Fe/ Our Santa Fe project.

* Elena Valdez & Susan Reynolds have done a beautiful job creating window displays for the NEA Big Read. Two windows are complete with a third in the works.

* Elena Valdez & Susan Reynolds are also working on our Dia de Ninos project creating kits and activities that will be distributed. This will contribute to the NEA Big Read activities as well.

* Susan Reynolds did a great job creating the card kits for families during the week of Valentine's Day.

Main Library- Adam Reilly, Manager

Adam Reilly and Ally Aran have been working on NEA Big Read Website and Social Media Posts.

2/19: Quarantine Book Club, a well-attended book discussion group with staff of all locations.

2/5-2/26: Wake Up Story Time with Main Children's librarian Walter Cook continues for a growing audience of children and their families.

2/3-2/24: Nicole White's Zoom into Storytime virtual story time continues to grow and bring back many of the same adorable kids week after week.

2/1-2/14: Children's staff from all branches assemble Take-and-make DIY Card making kits to hand out curbside.

Adam Reilly and Christina Stephenson have worked with the Santa Fe Extension Master Gardeners to publicize the 3rd annual launch of the Santa Fe Seed Library.

All librarians and managers have taken in part in planning and organizing events and activities for the NEA Big Read launching March 20th.

Staff from all locations have participated in planning the launch of our Tech Connect laptop and hotspot lending program.

February: Initial meetings to migrate the library ILS to Koha have begun and the go live date is June 14.

LaFarge Library, Christina Stephenson, Manager

Christina Stephenson is working with Elena Valdez on the Career Online High School program. There was an article in the Santa Fe New Mexican about the program. We have received 10 initial applicants, 7 who have moved on to the Pre-requisite phase, and 2 of those are now ready for the interview phase for the scholarship. We currently have 2 scholarships to award and the interview phase is important to make sure we are awarding them to those who are committed to completing the program.

Jessica Gulliford has been very busy researching, creating, and hosting virtual programs and developing marketing materials for all programs. She averages one program per week, but sometimes will host 2 per week. They are well attended and as we go into the Big Read, the virtual programming will focus on



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complimentary materials, including a Rez Metal program featuring Metal Bands. We also scouted locations at MeowWolf with Adam Reilly, Walter Cook, Kathy Lujan, and Nicole White for recording story times.