



AGENDA

LIBRARY BOARD
SEPTEMBER 21, 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, and the need to incorporate technology and practices to re-institute in-person meetings consistent with the limitations established by the 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: <https://santafenm-gov.zoom.us/j/98374839905?pwd=aUd5Q0Z3aW1XTUNCNmcYsJFaNzliQT09>.

Passcode: 833903

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: 983 7483 9905 - Passcode: 833903**

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**
4. **APPROVAL OF MINUTES**
 - a. Approval of August 17th minutes



AGENDA

LIBRARY BOARD
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5. **PUBLIC COMMENT**

6. **DIRECTOR'S REPORT**

7. **PRESIDENT'S REPORT**

8. **NEW BUSINESS**

- a. Discussion Item – Friends Updates
Maria E. Tucker, Library Director
505-955-6788 / metucker@santafenm.gov

9. **OLD BUSINESS**

- a. Library Vacancies
Maria E. Tucker, Library Director
505-955-6788 / metucker@santafenm.gov
- b. Library Annual Objectives
Maria E. Tucker, Library Director
505-955-6789 / metucker@santafenm.gov)
- c. Strategic Plan
Maria E. Tucker, Library Director
505-955-6789 / metucker@santafenm.gov

10. **NEXT MEETING: Tuesday, October 19, 2021**

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.



MINUTES

LIBRARY BOARD
AUGUST 17, 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 Ryan moved, seconded by Member Alarid, to approve the as presented.

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

For: None

Against: None

Abstain: Member Schow, Member Alarid, Member Jacobs, Member Larson, Member Ryan

4. **APPROVAL OF MINUTES**

- a. Approval of May 18 Minutes
- b. Approval of June 15 Minutes



MINUTES

LIBRARY BOARD
AUGUST 17, 2021
5:45 PM
VIRTUAL MEETING

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

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

For: None

Against: None

Abstain: Member Schow, Member Alarid, Member Jacobs, Member Larson, Member Ryan

5. **PUBLIC COMMENT**

6. **DIRECTOR'S REPORT**

- a. Library New Hires
Marie E. Tucker, Library Director
505-955-6788 / metucker@santafenm.gov

The Library has been interviewing to fill several vacancies. I am pleased to announce the hiring of Kristen Sandoval, Library Program Manager. Kristen is using the recommended goals for programs from the Library's Planning study and is organizing all the programs within the Library.

The Library hired a Branch Manager at Southside and she has been on staff for 1 month and due to un-foreseen circumstances she has had to resign. We would like to thank her for her time with the Library and wish her all the best.

The Library has identified a Collections Manager to oversee Tech services and an ILS Manager, the paperwork has been submitted and we are hoping for a quick turnaround. In process, are Librarian positions at each library location and several Library Tech positions.

The City recently hosted Midtown listening sessions and it was a great opportunity to be an advocate for the library. The Community was given the opportunity to provide input on the redevelopment of the site.

7. **PRESIDENT'S REPORT**

8. **NEW BUSINESS**

a. Discussion Item – Friends updates

The Friends of the Library (FOL) are in the process of appointing Zella Cox as the new advisory board liaison to provide FOL updates once a month to the Library board. In her absence Suzy Santaella, Friends president will be in attendance. This will be confirmed at the next FOL meeting.

The Library has an endowment in the amount of \$250,000 that was a gift when the Southside library opened. The City has been managing these funds through a CD. The Friends of the Library would like to manage these funds for the Library through an MOU with the City. FOL and Director Tucker are working with the City of Santa Fe Finance team to take this to the Mayor & Council for approval.

b. Discussion Item – Library Annual Objectives

Maria E. Tucker, Library Director
505-955-6789 / metucker@santafenm.gov

The Library would like to begin the process on working on a new strategic plan. Per the State Report, a strategic plan needs to be filed every 3 years.

This will be accomplished by coming together and verbalizing our strategic focus and what we would want to accomplish for the next 3 years. This would also be a great opportunity to look into creating a new Logo for the Library.

9. **OLD BUSINESS**

a. Library Board Vacancies

Maria E. Tucker, Library Director
505-955-6788 / metucker@santafenm.gov

The Library board has some vacancies that need to be filled. Carlo Brady, County resident resigned and Brecken Larson has moved out of the City to the County and would like to continue serving on the Library Board. City Clerks office will be contacted for guidance on the process and an update will be given at the next library board meeting.

10. **NEXT MEETING: September 21 2021**

11. **ADJOURN**



City of Santa Fe

MINUTES

LIBRARY BOARD
AUGUST 17, 2021
5:45 PM
VIRTUAL MEETING

Liaison

Chair