

**MINUTES OF THE
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
WEDNESDAY, OCTOBER 11, 2017
AT 101 SOUTH HALAGUEÑO
4:30 P.M.**

Trustees Present	Vickie Davis Tom Langowski Sally Miller Chris Owens Bob Scholl	Member Member Member Member Member
Trustees Absent	Chavez, Marksteiner, Smith-Payne	
Secretary	Cassandra Arnold	Library Director
Others Present	None	

1. Roll Call and Determination of Quorum.

Board member Tom Langowski called the meeting to order at 4:41 p.m. Roll was called by the Secretary. A quorum was determined to be present.

2. Consider Approval of Agenda.

Bob Scholl moved and Sally Miller seconded that the Agenda be approved.

Voting in favor: Davis, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Marksteiner, Smith-Payne.

The motion carried.

3. Consider Approval of Minutes of September 13, 2017.

Sally Miller moved and Vickie Davis seconded that the minutes be approved with correction to the spelling of Chris Owens last name.

Voting in favor: Davis, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Marksteiner, Smith-Payne.

The motion carried.

4. Consider Approval of Update to Public Programs Policy.

The Board reviewed the changes to the policy necessitated by lack of Annex space for children's programs. Small groups (8-10 persons max) may meet in the public spaces of the library by special arrangement with the Library Director. The Children's Corner room is reserved for library-sponsored youth programs and classes.

Bob Scholl moved and Chris Owens seconded that the policy be updated, editing the draft wording from “As of October, 2017” to “Until further notice” and the phrase “so long as other patrons are not disturbed and normal library operations may continue” to “by special arrangement with the Library Director.”

Voting in favor: Davis, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Marksteiner, Smith-Payne.

The motion carried.

5. **Consider Approval of Update to Public Computer Use Agreement.**

The Board reviewed changes to the computer use rules, which appear when logging in to any public library computer and must be agreed to by patrons before each session. Edits include additional information, revisions for clarity, and consequences of hacking or subverting library security software. While all these items are noted in the full Public Computer policy, the onscreen rules did not list the consequences of tampering with library equipment or software.

Vickie Davis moved and Chris Owens seconded that the update be approved with one minor revision: changing “Library is not responsible for loss of data or personal devices” to “Library is not responsible for loss or damage to personal data or devices.”

Voting in favor: Davis, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Marksteiner, Smith-Payne.

The motion carried.

6. **Consider Approval of Library Report for September, 2017.**

The Board reviewed the report. Some statistics for the month included:

8,148 people visited the library.

7,004 materials circulated: 3,577 adult, 3,050 children’s, 376 teen, 476 digital items.

147 new library cards were issued.

36 events with 427 people attending.

No meetings were held in the Annex.

1,309 computer sessions were used.

841 information requests were received.

440 database uses were recorded.

No incident(s) occurred.

Bob Scholl moved and Chris Owens seconded that the report be approved.

Voting in favor: Davis, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Marksteiner, Smith-Payne.

The motion carried.

7. **Open Discussion of Library Operations.**

- a. Children's Library modifications – changes to the large staff desks and children's computer station are being considered in order to free space for in-library programs and events. Mobile furniture, shelving, and children's learning tools will be used instead.
- b. Paperback area modifications – changes to the adult paperback corner are being considered in order to create a small meeting room space in the library for programs, classes, and community meetings.
- c. Patron Code of Conduct changes – revisions to this core library policy are being considered as the current policy forbids the carrying of firearms in the library against NMSA Open Carry statutes. The current policy also includes museum visitor rules, but the museum will be drafting its own separate patron conduct policy.
- d. Friends of the Library Book Fair and General Membership meeting plans are on hold while alternative venues are sought.

8. **Adjourn.**

Sally Miller moved and Bob Scholl seconded that the meeting be adjourned.

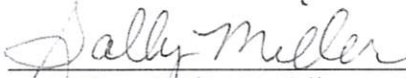
Voting in favor: Davis, Miller, Owens, Scholl.

Voting against: None.


Absent: Chavez, Marksteiner, Smith-Payne.

The motion carried.

The meeting adjourned at 5:35 p.m. The next regular meeting is scheduled for November 8, 2017 at 4:30 p.m. in the Library.



Sally Miller, Library Board



Cassandra Arnold, Board Secretary