

**MINUTES OF THE  
 BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY  
 REGULAR MEETING  
 WEDNESDAY, MARCH 08, 2017  
 LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO  
 4:30 P.M.**

<b>Trustees Present</b>	Kyle Marksteiner Vickie Davis Sally Miller Chris Owen Bob Scholl Bernita Smith-Payne Open position	Vice President Member Member Member Member Member Member
<b>Trustees Absent</b>	Robert Chavez, Tom Langowski	
<b>Ex-Officio</b>	Dale Janway	Mayor
<b>Members Absent</b>	Steve McCutcheon	City Administrator
<b>Secretary</b>	Julie Pearson	Secretary Pro Tem
<b>Others Present</b>	None	

1. **Roll Call and Determination of Quorum.**  
 Board Vice President Kyle Marksteiner called the meeting to order at 4:35 p.m. Roll was called by the Secretary. A quorum was determined to be present.
  
2. **Consider Approval of Agenda.**  
 Bob Scholl moved and Bernita Smith-Payne seconded that the Agenda be approved.  
 Voting in favor: Davis, Miller, Owens, Scholl, Smith-Payne.  
 Voting against: None.  
 Absent: Chavez, Langowski.  
 The motion carried.
  
3. **Consider Approval of Minutes of February 8, 2017.**  
 Vickie Davis moved and Bob Scholl seconded that the minutes be approved as submitted.  
 Voting in favor: Davis, Miller, Owens, Scholl, Smith-Payne.  
 Voting against: None.  
 Absent: Chavez, Langowski.  
 The motion carried.
  
4. **Consider Approval of Update to Library Circulation Policy.**  
 The board reviewed the changes and Julie explained most were for clarification or to add current procedures that are followed now.

Sally Miller moved and Chris Owens seconded that updated policy be approved as submitted.

Voting in favor: Davis, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Chavez, Langowski.

The motion carried.

**5. Consider Approval of Library Report for February, 2017.**

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

7,200 people visited the library.

6,754 materials circulated: 3,659 adult, 2,746 children's, 349 teen, 536 digital items.

155 new library cards were issued.

55 events with 421 people attending.

0 meetings were held in the Annex (closed for renovations).

1,460 computer sessions were used.

562 information requests were received.

276 database uses were recorded.

0 incident(s) occurred.

Bernita Smith-Payne moved and Sally Miller seconded that the report be approved.

Voting in favor: Davis, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Chavez, Langowski.

The motion carried.

**6. Open Discussion of Library Operations.**

- Annex renovations should be finished this month; Toddler Time held there again.
- Assistant Director position will be posted to the public utilizing professional joblines and listserves in NM and regional states.
- Love For the Library newspaper article featuring teen volunteers shared
- March events – Women's History Month discussed
- Samantha Villa, resigning Technology Librarian, sent a letter of thanks to the Board

**7. Adjourn.**

Vickie Davis moved and Bob Scholl seconded that the meeting be adjourned.

Voting in favor: Davis, Miller, Owens, Scholl, Smith-Payne.


Voting against: None.

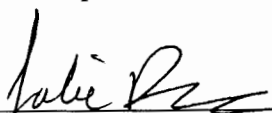
Absent: Chavez, Langowski.

The motion carried.

The meeting adjourned at 4:58 p.m.

The next meeting is scheduled for April 12, 2017 at 4:30 p.m. in the Library Annex.

  
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Robert Chavez  
, Library Board

  
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Julie Pearson, Secretary Pro Tem