

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
JUNE 14, 2017
LIBRARY/MUSEUM ANNEX
101 SOUTH HALAGUEÑO
4:30 P.M.**

Trustees Present	Robert Chavez	President
	Kyle Marksteiner	Vice President
	Vickie Davis	Member
	Sally Miller	Member
	Bob Scholl	Member
	Bernita Smith-Payne	Member
Trustees Absent	Tom Langowski, Chris Owen	
Ex-Officio	Dale Janway	Mayor
Members Absent	Steve McCutcheon	City Administrator
Secretary	Cassandra Arnold	Library Director
Others Present	Michael Bromka	

1. Roll Call and Determination of Quorum.

Board President Robert Chavez called the meeting to order at 4:34 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: Marksteiner, Davis, Miller, Scholl, Smith-Payne.
Voting against: None.
Absent: Langowski, Owen.
The motion carried.

3. Consider Approval of Minutes of April 12, 2017.

Kyle Marksteiner moved and Bernita Smith-Payne seconded that the minutes be approved as submitted.
Voting in favor: Marksteiner, Davis, Miller, Scholl, Smith-Payne.
Voting against: None.
Absent: Langowski, Owen.
The motion carried.

4. Consider Approval of Update to Library Safe Child Policy.

This policy, last revised in May, 2014, establishes the library's commitment to quality services for children and teens and a safe library environment, while clarifying the

responsibility for child safety at the library rests primarily with parents and caregivers. Rules for unattended children, expected behavior of young people while at the library, and responses of library staff are detailed. Current updates are for clarity of terms and simplicity of language.

Vickie Davis moved and Bob Scholl seconded that the policy update be approved.

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

Voting against: None.

Absent: Langowski, Owen.

The motion carried.

5. Consider Approval of Library Reports for April and May, 2017.

The Board reviewed the reports. Some statistics for these months include:

7,400 people visited the library in April; 8,195 visited in May.

6,240 materials circulated in April: 3,169 adult, 2,805 children's, 266 teen, and 529 digital items. In May, 7,280 materials circulated: 3,762 adult, 3,161 children's, 358 teen, and 566 digital items.

117 new library cards were issued in April; 155 new cards were issued in May.

39 onsite and outreach public programs were held in April, with 409 people attending.

52 onsite and outreach public programs were held in May, with 2,235 people attending.

12 community meetings and programs were held in the Annex in April; 9 community meetings and programs were held in the Annex in May.

1,272 public Internet computer sessions were used in April; 1,303 sessions in May.

752 information requests were received from patrons in April; 652 in May.

59 database uses were recorded in April; 328 uses were recorded in May.

No incidents occurred in April; 2 incidents of ill patrons requesting medical treatment occurred in May.

Sally Miller moved and Bernita Smith-Payne seconded that both reports be approved.

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

Voting against: None.

Absent: Langowski, Owen.

The motion carried.

6. Open Discussion of Library Operations.

- a. **Interim FY 17-18 Budget:** the Interim Budget synopsis and Library operating and personnel budgets were reviewed. The Board expressed dismay that the open staff positions were not funded and proposed a letter be sent to the Council requesting reconsideration, as well Board President Robert Chavez and another member meet with Mayor Janway to discuss the issue.

- b. **Introduction of Sarah Jones:** the new Assistant Library Director was welcomed by the Board. As Sarah grew up in Carlsbad, it turns out Bernita Smith-Payne was one of her teachers.
- c. **Candidate for Board:** Michael Bromka expressed his willingness to fill the currently open position, and the Board asked Mrs. Arnold to send an email recommending his appointment to the Mayor.
- d. **Summer Reading 2017:** though it is only the second week of the program, over 800 children and teens have already registered, and attendance is door-busting!
- e. **Richard Fielder memorial display:** Sally Miller, Bob Scholl, and Bernita Smith-Payne volunteered to design and put up a display honoring Mr. Fielder, a long-time Board member and Presidential Volunteer Service Award winner, in the library this summer.
- f. **Library projects:** a new ADA entrance door opener should be installed by the end of June, and the restroom update funds were carried over to FY 17-18. City Project Manager Jason Burns will oversee the project.
- g. **Board questions/suggestions:** Kyle Marksteiner suggested that library displays this month be about baseball, to celebrate Carlsbad High's left-handed pitching phenom, Trevor Rogers, being selected by the Miami Marlins in Major League Baseball's First-Year player draft.

7. **Adjourn.**

Kyle Marksteiner moved and Vickie Davis seconded that the meeting be adjourned.

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

Voting against: None.

Absent: Langowski, Owen.

The motion carried and the meeting adjourned at 5:24 p.m.

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

, Library Board

Cassandra Arnold, Board Secretary