

**MINUTES OF THE  
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY  
REGULAR MEETING  
WEDNESDAY, JULY 12, 2017  
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO  
4:30 P.M.**

<b>Trustees Present</b>	Kyle Marksteiner Vickie Davis Tom Langowski Sally Miller Chris Owen Bob Scholl Bernita Smith-Payne	Vice President Member Member (telephone attendance) Member Member* Member Member*
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*\*members non-voting at this meeting while awaiting City Council approval to begin a new term of office*

<b>Trustees Absent</b>	Robert Chavez	President*
<b>Ex-Officio</b>	Dale Janway	Mayor
<b>Members Absent</b>	Steve McCutcheon	City Administrator
<b>Secretary</b>	Cassandra Arnold	Library Director
<b>Others Present</b>	Michael Bromka	Guest (arrived 5:00 pm)

1. **Roll Call and Determination of Quorum.**  
Board Vice President Kyle Marksteiner called the meeting to order at 4:37 p.m. Roll was called by the Secretary. A quorum was determined to be present, with Tom Langowski on speaker phone.
  
2. **Consider Approval of Agenda.**  
Tom Langowski moved and Bob Scholl seconded that the Agenda be approved.  
Voting in favor: Davis, Langowski, Miller, Scholl.  
Voting against: None.  
Absent: Chavez.  
The motion carried.
  
3. **Consider Approval of Minutes of June 14, 2017.**  
Vickie Davis moved and Bob Scholl seconded that the minutes be approved as submitted.  
Voting in favor: Davis, Langowski, Miller, Scholl.  
Voting against: None.  
Absent: Chavez.  
The motion carried.

4. **Consider Approval of Carlsbad Public Library Community Vision & Assessment 2017-2022 and Strategic Plan 2017-2022.**

These two reports were prepared by Library Director Cassandra Arnold to comply with the NM State Library's requirements for State Grant-in-Aid funds and to provide a basis for the library's long range plans and goals. When reviewing the Community Assessment, Kyle Marksteiner noticed that data for the oil and gas industry was missing from the report; a page may have been left out. Vickie Davis moved and Sally Miller seconded that this agenda item be tabled until the data regarding Carlsbad's oil & gas industry or the possibly missing page be added to the Community Assessment.

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

Voting against: None.

Absent: Chavez.

The motion carried.

5. **Consider Approval of Community Announcement Policy Update.**

In this update, the phrase "follows the American Library Association core value regarding libraries as open, inclusive, and collaborative environments" is added to the section stating CPL will not post announcements or flyers from groups that promote hostility against persons of a specific race, religion, disability, sexual orientation, ethnicity, or national origin. In the section where CPL reserves the right to remove or dispose of materials which do not comply with library policies, material left without staff knowledge or approval is now included.

Vickie Davis moved and Tom Langowski seconded that the draft policy update be approved.

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

Voting against: None.

Absent: Chavez.

The motion carried.

6. **Consider Approval of Exam Proctoring Policy Update.**

This update removes phrases referring to the library fax machine, as that service is no longer available. Patrons may now scan and email or save their own documents using the public KIC scanner.

Sally Miller moved and Tom Langowski seconded that the draft policy update be approved.

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

Voting against: None.

Absent: Chavez.

The motion carried.

7. **Consider Approval of Library Report for June, 2017.**

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

9,575 people visited the library.

9,225 materials circulated: 3,822 adult, 4,875 children's, 528 teen, 794 digital items.

419 new library cards were issued.

52 events were held with 2,822 people attending.

20 meetings were held in the Annex.  
1,279 computer sessions were used.  
926 information requests were received.  
276 database uses were recorded.  
0 incident(s) occurred.

Tom Langowski moved and Vickie Davis seconded that the report be approved.  
Voting in favor: Davis, Langowski, Miller, Scholl.  
Voting against: None.  
Absent: Chavez.  
The motion carried.

**8. Open Discussion of Library Operations.**


- A. Library Board member vacancy: the previous candidate has removed his name from consideration. Current Board members whose term expired 6/30/17 have been reappointed by the Mayor and will go to Council for approval at their next meeting.
- B. Friends of the Library status & Book Fair preparations: after Summer Reading finishes, arrangements will be made for a general meeting of the Friends and interested members of the public to nominate candidates and elect members to fill the open president, vice president, secretary, and two members-at-large positions. Book Fair committees will be appointed and preparations for the sale can begin. The Book Fair will most likely be held in September or October this year.
- C. Sally Miller reported that she, Bernita Smith-Payne, and Bob Scholl were meeting with Mary Fielder soon to gather additional items for Richard Fielder's memorial library display and secure her input on the display arrangement. They also hope to open the display soon, on a date important in Mr. Fielder's life.
- D. Michael Bromka reported to the Board that, as a concerned library supporter, he had spoken with the Mayor regarding the possibility of upgrading library staff member Laura Hughes to a technician position to help with the backlog of material cataloging and take advantage of her Bachelor of Library Science degree skills. He said the Mayor was amiable to such a proposal and would look into it.

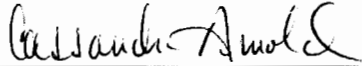
**9. Adjourn.**

Bob Scholl moved and Sally Miller seconded that the meeting be adjourned.  
Voting in favor: Davis, Langowski, Miller, Scholl.  
Voting against: None.  
Absent: Chavez.  
The motion carried.

The meeting adjourned at 5:18 p.m.

The next regular meeting is scheduled for August 9, 2017 at 4:30 p.m. in the Annex.

  
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Vickie Davis, Library Board

  
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Cassandra Arnold, Board Secretary