

**MINUTES OF THE  
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY  
REGULAR MEETING  
AUGUST 9, 2017  
LIBRARY/MUSEUM ANNEX AT 101 SOUTH HALAGUEÑO  
4:30 PM**

<b>Trustees Present</b>	Robert Chavez Kyle Marksteiner Vickie Davis Sally Miller Chris Owens Bob Scholl Bernita Smith-Payne Tom Langowski	President Vice President Member Member Member Member Member Member
<b>Trustees Absent</b>	None	
<b>Board Secretary</b>	Cassandra Arnold Sarah Jones	Library Director Assistant Library Director
<b>Others Present</b>	None	

1. **Roll Call.**  
Board President Robert Chavez called the meeting to order at 4:35 p.m. Roll was called by Sarah Jones. A quorum was determined to be present.
2. **Consider Approval of Agenda.**  
Tom Langowski moved and Kyle Marksteiner seconded that the Agenda be approved. Voting in favor: Vickie Davis, Sally Miller, Chris Owens, Bob Scholl, Bernita Smith-Payne.  
Voting against: None.  
The motion carried.
3. **Consider Approval of Minutes of July 12, 2017.**  
Tom Langowski moved and Bob Scholl seconded that the minutes be approved as submitted.  
Voting in favor: Kyle Marksteiner, Vickie Davis, Sally Miller, Chris Owens, Bernita Smith-Payne.  
Voting against: None.  
The motion carried.
4. **Consider Approval of Carlsbad Public Library Community Vision & Assessment and Strategic Plan 2017-2022.**  
The Board reviewed the reports. It was determined that the missing data on Carlsbad's oil and gas industry had been added to the report. Kyle Marksteiner moved and Vickie Davis seconded that the reports be approved as submitted.

Voting in favor: Sally Miller, Chris Owens, Bernita Smith-Payne, Bob Scholl, Tom Langowski.

Voting against: None.

The motion carried.

5. **Consider Approval of Telephone and Mobile Use Policy Update.**

In this update, the word cell is changed to mobile. The phrase “In order to maintain an atmosphere of learning and quiet enjoyment, the Library limits use of its telephones to business purposes, and requests patrons use their mobile phones in a manner that does not disturb other patrons or compromise their own privacy” is added to the top section of the policy. Tom Langowski suggested the removal of “to or” from section A. Since patrons would only need rides from the Library when using the Library phones. The language should read “Patrons may ask to use the library telephone solely to arrange for transportation from the library.” All other changes were agreed upon.

Tom Langowski moved and Bob Scholl seconded that the draft policy update be approved.

Voting in favor: Kyle Marksteiner, Vickie Davis, Sally Miller, Chris Owens, Bernita Smith-Payne.

Voting against: None.

The motion carried.

6. **Consider Approval to Recommend Temporary Library Closure on Mondays.**

Library Director Cassandra Arnold proposed to the board the temporary closure of the library on Mondays due to lack of staffing. Tom Langowski wanted to see a breakdown of man hours and how closing would help this problem. Kyle agreed that the board needed more facts and knowledge about the situation before making a decision.

Tom Langowski moved and Kyle Marksteiner seconded that this agenda item be tabled until data regarding the closures be brought before the board.

Voting in favor: Vickie Davis, Sally Miller, Chris Owens, Bob Scholl, Bernita Smith-Payne.

Voting against: None.

Absent: None.

The motion carried.

7. **Consider Approval of Library Monthly Report for July, 2017.**

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

11,255 people visited the library.

7,895 materials circulated: 3,754 adult, 3,708 children's, 453 teen, 560 digital items.

190 new library cards were issued.

26 events were held with 1,255 people attending.

5 meetings were held in the Annex.

1,367 computer sessions were used.

770 information requests were received.

116 database uses were recorded.

0 incident(s) occurred.

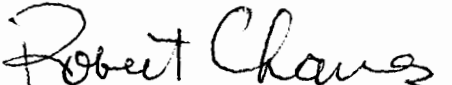
Tom Langowski moved and Bob Scholl seconded that the report be approved.  
Voting in favor: Vickie Davis, Sally Miller, Chris Owens, Bernita Smith-Payne.  
Voting against: None.  
Absent: Kyle Marksteiner left at 5:00 pm.  
The motion carried.

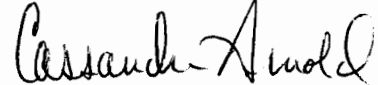
8. **Open Discussion of Library Operations.**

- a. Summer Reading Program 2017 ended in July with high numbers!
- 974 total participants
  - 3,817 total program attendance
  - 42 programs offered
  - 1,315 hours of reading recorded
  - 9,544 youth materials circulated
- b. ADA door opener replaced. The new entrance door opener has finally been installed. It functions as a regular door unless the activation button is pushed.
- c. In order to facilitate communication between City advisory boards and City administration, two ideas have been discussed and may go into effect:
- The directors of each department may regularly attend facility board meetings. Cassandra reported that City codes only require the library board to meet monthly, so meeting dates can be adjusted if needed to accommodate schedules. Tom Langowski noted that it would actually be more convenient for educators to meet on a different day, as teacher in-service meetings are also scheduled for Wednesday afternoons.
  - The board presidents may meet monthly with the Mayor to discuss relevant issues.
- d. Publishers are seriously overcharging public libraries for their ebooks and eaudiobooks. The price of digital materials purchased by the library is significantly higher than the price of the same items purchased by individuals. Ebooks and eaudiobooks can cost the library 2.5-3.5 times more. For example, *Shattered* (ISBN 0553447084) can be purchased as an ebook at amazon.com by an individual for \$13.99 and the eaudio for \$26.95. This same title costs the library \$65.00 for the ebook and \$95.00 for the eaudio. The high cost of digital titles limits the library's ability to purchase these formats for our patrons, while demand for and use of digital titles is increasing.

9. **Adjourn.**

Tom Langowski moved and Bob Scholl seconded that the meeting be adjourned.  
Voting in favor: Vickie Davis, Sally Miller, Chris Owens, Bernita Smith-Payne.  
Voting against: None.  
Absent: Kyle Marksteiner.  
The motion carried.  
The meeting adjourned at 5:17 p.m.

  
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Robert Chavez, Library Board

  
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Cassandra Arnold, Board Secretary