

**MINUTES OF THE  
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 13, 2017  
LIBRARY/MUSEUM ANNEX AT 101 SOUTH HALAGUEÑO  
4:30 P.M.**

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

**1. Roll Call and Determination of Quorum.**

Board President Robert Chavez called the meeting to order at 4:35 p.m. Roll was called by the Secretary. A quorum was determined to be present. Mr. Chavez extended the Board's gratitude to Bernita Smith-Payne and Sally Miller for their creation of the memorial display for Robert Fielder, and to Kyle Marksteiner for his help in documenting and publicizing the display.

**2. Consider Approval of Agenda.**

Tom Langowski moved and Bernita Smith-Payne seconded that the Agenda be approved.

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

Voting against: None.

Absent: Davis.

The motion carried.

**3. Consider Approval of Minutes of August 9, 2017 Meeting.**

Kyle Marksteiner moved and Bob Scholl seconded that the minutes be approved as submitted.

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

Voting against: None.

Absent: Davis.

The motion carried.

4. **Consider Approval to Recommend Temporary Closure of the Library on Mondays.**

Cassandra Arnold presented a staff-hours analysis and schedule charts showing that the library is experiencing extreme difficulty in scheduling the number of staff required to provide patron services and secure the building for the existing operating schedule of 62 hours per week (Mon-Thu 9am-8pm, Fri-Sat 9am-6pm.) With three full-time positions unfilled, the remaining staff is hard-pressed to meet patrons' needs and cover the busy service and information desks. She recommended the library close to the public on Mondays, until funding for adequate staff is resourced by the City. This will allow for more staff to be scheduled for busy days. Some staff will come in on Mondays and work to eliminate the backlog of unprocessed materials and collection maintenance that currently exists.

Board members reviewed the materials and discussed the problem. While reluctant to cut operating hours since they can be hard to reinstate, the Board agreed there were no other viable options at this point. Cassandra stated that existing services and duties will be evaluated for efficiency and distributed equitably to further reduce stress on staff.

Tom Langowski moved and Sally Miller seconded that the Board recommend the Library be allowed to close on Mondays temporarily, until such time as funding for additional staff is resourced by the City.

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

Voting against: None.

Absent: Davis.

The motion carried.

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

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

9450 people visited the library.

6239 materials circulated: 3652 adult, 2729 children's, 397 teen, 538 digital items.

168 new library cards were issued.

1 event with 6 people attending.

6 meetings were held in the Annex.

1626 computer sessions were used.

974 information requests were received.

161 database uses were recorded.

1 incident(s) occurred.

Bernita Smith-Payne moved and Tom Langowski seconded that the report be approved.

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

Voting against: None.

Absent: Davis.

The motion carried.

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

- a. Cassandra reported that library security and emergency procedures are being reviewed with the assistance of Police Officer Fanzoy and Safety Manager Randy Galindo. All library staff are receiving ALICE training.
- b. The Board expressed sorrow over the Clovis shooting incident and Cassandra will send a sympathy card from the Board and Carlsbad Library staff.

7. **Adjourn.**

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

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

Voting against: None.

Absent: Davis.

The motion carried.

The meeting adjourned at 5:15 p.m.

The next regular meeting is scheduled for October 11, 2017 at 4:30 p.m. in the Library/Museum Annex.

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, Library Board

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Cassandra Arnold, Board Secretary