

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

Voting Members Present: Robert Chavez, President
Tom Langowski
Chris Owens
Bob Scholl
Bernita Smith-Payne

Non-Voting Members Present: Jo Calvani (approved by Council, not yet sworn in)

Voting Members Absent: Kyle Marksteiner, Vice President
Sally Miller

Ex-Officio Members Present: None

Ex-Officio Members Absent: Dale Janway, Mayor
Steve McCutcheon, City Administrator

Board Secretary Present: Cassandra Arnold

Others Present: John Lowe, Director Community Development
Michael Bromka, library patron

1. Roll Call of Voting Members and Determination of Quorum.

Board President Robert Chavez called the meeting to order at 4:36 p.m. and welcomed new member Jo Calvani. Roll was called and a quorum was determined to be present.

2. Approval of the Agenda.

Bob Scholl moved and Tom Langowski seconded that the Agenda be approved.

Voting in favor: Chavez, Langowski, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Marksteiner, Miller.

The motion carried.

3. Approval of Minutes of November 8, 2017 Meeting.

Tom Langowski moved and Bob Scholl seconded that the minutes be approved as submitted.

Voting in favor: Chavez, Langowski, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Marksteiner, Miller.

The motion carried.

4. **Approval of Recommendation to Accept FY 2018 State Grants-in-Aid.**

Library Director Cassandra Arnold explained that the NM State Legislature allots funds for public, tribal, and developing libraries each year to help pay staff salaries, purchase materials, obtain staff training, purchase library equipment, and other expenses incurred in providing library service to NM residents and visitors.

CPL qualifies for funding by filing annual reports with the NM State Library; providing free library services to the public including reference service, Internet access, educational programs, and interlibrary loans; has local funding of at least \$1.50 per capita; has a library board that meets at least semi-annually; files strategic plans, community needs assessments, and collection development policies with the State Library, and complies with other requirement listed in Section 4.5.2 NMAC. This year's grant is in the amount of \$7,598.04. The full allocation must be spent by June 30, 2018.

Tom Langowski moved and Bob Scholl seconded that the Board recommend acceptance of the State Grants-in-Aid funds by the Carlsbad City Council.

Voting in favor: Chavez, Langowski, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Marksteiner, Miller.

The motion carried.

5. **Approval of Recommendation to Accept 2016 GO Bond Appropriation in the Amount of \$55,922.55.**

Library Director Cassandra Arnold explained the Carlsbad Public Library allocation of the 2016 GO Bond funds is based upon the service area population as determined by the 2010 US Census, and is dependent upon acceptance of the agreement by the City of Carlsbad.

GO Bond funds are reimbursements of approved, qualified purchases of library collection materials, patron furniture, fixtures, and broadband Internet equipment and infrastructure associated with the delivery of library services per Section 4.5.8 NMAC. Funds must be spent and reimbursement requests submitted by April 1, 2021.

Tom Langowski moved and Bob Scholl seconded that the Board recommend acceptance of the 2016 GO Bond appropriation to the Carlsbad City Council.

Voting in favor: Chavez, Langowski, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Marksteiner, Miller.

The motion carried.

6. **Consider Approval of Library Report for November, 2017.**

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

7,001 people visited the library.

6,334 materials circulated: 3,087 adult, 3,003 children's, 243 teen, 529 digital items.

114 new library cards were issued.

20 events with 349 people attending.

1,103 computer sessions were used.

740 information requests were received.
80 database uses were recorded.
0 incident(s) occurred.

Tom Langowski moved and Bernita Smith-Payne seconded that the report be approved.
Voting in favor: Chavez, Langowski, Owens, Scholl, Smith-Payne.
Voting against: None.
Absent: Marksteiner, Miller.
The motion carried.

7. Open Discussion of Library Operations.

a. Changes to Arts & Culture Department:

John Lowe was introduced to and welcomed by the Board. He will take over as the new director of the Community Development department starting the first of January, 2018, upon Patsy Jackson-Christopher's retirement. The department will combine both the Arts & Culture facilities and the Sports & Recreation facilities. John currently manages the Bob Forrest Youth Sports Complex. He plans to get to know the other departments and work closely with current facility managers.

b. Recommendation for Board Vacancy:

Cassandra Arnold asked the Board to consider residents living outside of the City limits as candidates, as the library serves all of Eddy County. On the last GO Bond question, few outlying area residents voted for the measure. Having a voice on the library board could help address the needs of county patrons, and the board bylaws permit it. Guest Michael Bromka suggested one possible candidate.

c. Request for Library Closure on Mondays:

The Board asked whether any word on this request had been received from City Administration or whether any new staff resources had been allocated. Cassandra Arnold stated that no answer had been received yet, but she planned to ask for reinstatement of unfilled positions in the FY 18-19 draft budget in February. Guest Michael Bromka wondered whether any of the State Allocation funds could be used to pay for part-time help. John Lowe responded that this was something that could be looked into with the help of the City Personnel director.

8. Adjourn.

Tom Langowski moved and Bob Scholl seconded that the meeting be adjourned.

Voting in favor: Chavez, Langowski, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Marksteiner, Miller.

The motion carried.

The meeting adjourned at 4:13 p.m.

The next regular meeting is scheduled for January 10, 2018 at 4:30 p.m. in the Library.

Library Board

Cassandra Arnold, Board Secretary