

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
WEDNESDAY, OCTOBER 09, 2013
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
4:00 PM**

Trustees Present	Robert Chavez	President
	Vickie Davis	Member
	Tom Langowski	Member
	Kyle Marksteiner	Member
	Chris Owens	Member
	Bob Scholl	Member
	Bernita Smith-Payne	Member
	Muriel Gossage Streib	Member
Trustees Absent	Sally Miller	Vice President
Ex-Officio	Dale Janway	Mayor
Members Absent	Steve McCutcheon	City Administrator
Board Secretary	Cassandra Arnold	Library Director
Others Present	None	

1. **Roll Call.**
Roll was called by the Board Secretary. Board President Robert Chavez determined a quorum was present, and called the meeting to order at 4:01 p.m.
2. **Consider Approval of Agenda.**
Bob Scholl moved and Bernita Smith-Payne seconded that the Agenda be approved.
Voting in favor: Davis, Langowski, Marksteiner, Owens, Scholl, Smith-Payne, Streib.
Voting against: None.
Absent: Miller.
The motion carried.
3. **Consider Approval of Minutes of September 11, 2013.**
Vickie Davis moved and Muriel Gossage Streib seconded that the minutes be approved as submitted.
Voting in favor: Davis, Langowski, Marksteiner, Owens, Scholl, Smith-Payne, Streib.
Voting against: None.
Absent: Miller.
The motion carried.

4. **Consider Approval of Circulation Policy Updates.**

The Board reviewed the addition of guidelines regarding the new Digital Access library cards to the Circulation and ILL policies. After discussion, Kyle Marksteiner moved and Vickie Davis seconded that the changes be approved.

Voting in favor: Davis, Langowski, Marksteiner, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: Miller.

The motion carried.

5. **Consider Approval of Wireless Internet Access Policy.**

As usage of this library service has substantially increased, Director Cassandra Arnold felt the need for a more detailed policy, replacing the brief section dealing with wireless access in the current Computer Use policy. After discussion, it was recommended that the addition of option to notify appropriate authorities in case of illegal Internet use being discovered by library staff, and the reordering of the draft policy points was needed. Bernita Smith-Payne moved and Tom Langowski seconded that the policy be approved with these changes.

Voting in favor: Davis, Langowski, Marksteiner, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: Miller.

The motion carried.

6. **Review of Director's Report for September, 2013.**

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

8,889 people visited the library

7,495 materials circulated this month, including 3,820 children's and 430 teen items

252 new library cards were issued

417 people attended library programs

16 meetings were held in the Annex

1,816 computer sessions were used

694 information requests were received

180 database uses were recorded

Director Cassandra Arnold shared a complimentary letter from Mayor Janway concerning the FY 12-13 Annual Report with the Board. See attached list of current library events.

7. **Open Discussion of Library Operations.**

Bob Scholl recounted how NM mystery author Michael McGarrity visited the Cloudcroft Library and wondered if it was possible to hold similar events at CPL.

Mr. Scholl is acquainted with author Steven Havill, and suggested inviting him to visit the library and hold a book signing.

Preparations for Richard Fielder's reception were discussed and a date of Thursday, November 7th was selected.

8. **Consider Approval of Next Regular Meeting Date.**

The next regular meeting of the Library Board is scheduled for Wednesday, November 13, 2013. Kyle Marksteiner moved and Vickie Davis seconded that the next meeting be held as scheduled on November 13, 2013.

Voting in favor: Davis, Langowski, Marksteiner, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: Miller.

The motion carried.

9. **Adjourn.**

Kyle Marksteiner moved and Bob Scholl seconded that the meeting be adjourned.

Voting in favor: Davis, Langowski, Marksteiner, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: Miller.

The motion carried.

The meeting adjourned at 5:05 p.m.

, Library Board

Cassandra Arnold, Board Secretary

DRAFT

Current Library Events

Date: October 15, 2013

- Received a nice letter from the Mayor after sending him a copy of library annual report. Staff is very appreciative that their efforts are recognized and valued.
- Looking into increasing our Internet speed from PVT. Currently 6M x 3, but that is not optimal for heavy public access. Quote may take into account e-rate pricing and City department discount. E-rate is the FCC Universal Service Fund program which collects contributions from telecommunications carriers and is designed to help communities across the country secure access to affordable telecommunications services.
- Obtaining quotes for security cameras, lobby wall covering, staff room table. Hope to have purchase requisitions ready to submit by Oct. 18, 2013.
- Architectural plans for the new library AC system are nearing completion. Design is to install a new chiller unit outside the back door and 3 new standalone units over the Children's library. The vents will also be cleaned and checked for leaks.
- Started issuing Digital Access cards, issued 21 so far. Program is well received and earning compliments from nonresidents.
- Fall Culture, Recreation and Community Services calendar will be printed soon. Photo and information about library programs, materials, services, classes will be included.
- Just received paperwork from NMSL regarding 2010 GO Bond monies for this FY, so reimbursements for the materials purchased using those funds since July can now be submitted.
- Friends of the Library had meeting 10/8/13 to discuss the Book Fair sales (\$2,715) and possible fundraising activities. Better World Books has sold a total of 1,059 books for them so far this year, resulting in \$724.96 in commission income.
- At the FAAV meeting on 10/7/13, it was reported that the Halagueño Art Park Phase 2 renovation plans are ready to bid and work may start before the end of year.
- Added another work station in the Processing room (freebie from old Valor building) with computer and software for volunteers, BPA student, special projects.