

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
WEDNESDAY, MAY 08, 2013
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
4:00 PM**

Trustees Present	Robert Chavez	President
	Karen Robinson	Vice President (arrived 4:10 pm)
	Vickie Davis	Member
	Kyle Marksteiner	Member
	Sally Miller	Member
	Bob Scholl	Member (arrived 4:20 pm)
	Bernita Smith-Payne	Member
	Muriel Gossage Streib	Member

Trustees Absent None

Ex-Officio	Dale Janway	Mayor
Members Absent	Jon Tully	City Administrator

Board Secretary	Cassandra Arnold	Library Director
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Others Present Larry Mitchell, Durham and Associates Architects

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 4:05 p.m.

2. **Consider Approval of Agenda.**

Bernita Smith-Payne moved and Kyle Marksteiner seconded that the Agenda be approved.

Voting in favor: Davis, Marksteiner, Miller, Smith-Payne, Streib.

Voting against: None.

Absent: Robinson, Scholl.

The motion carried..

3. **Consider Approval of Minutes of April 10, 2013.**

Vickie Davis moved and Sally Miller seconded that the minutes be approved as submitted.

Voting in favor: Davis, Marksteiner, Miller, Smith-Payne, Streib.

Voting against: None.

Absent: Robinson, Scholl.

The motion carried.

4. **Review and Consider Approval of Library Entrance Renovation.**

Larry Mitchell of Durham and Associates, the City contracted architectural firm, gave a presentation to the Board regarding various proposals to address the climate control and accessibility issues of the current library entrance.

He mentioned the City administration's desire to leave the exterior of the building intact so as not to detract from the unique aesthetics of the current entrance. The original plan of constructing a vestibule would definitely have that effect, and there is not really enough room for a functional vestibule with two sets of doors. An alternate solution is to install an air curtain on the inside of the exterior doors to limit the intrusion of hot or cold outside air when the doors are opened, though the sound of the device may be a consideration in a library application. (Karen Robinson arrived at 4:10 p.m.)

He also noted that the original plan of sliding automatic doors would not be feasible, as their installation would require removing the aluminum trim on the exterior of the entrance. Automatic swing doors controlled by an infrared sensor are a possibility which he is looking into, but it is a consideration that the existing door frames are structural load-bearing members which cannot be removed. Lighter aluminum doors could replace the existing doors for easier opening by hand or mechanical opener.

With regard to a new library materials security gate system (requested capital improvement for FY 13-14), that system would be installed by the gate manufacturer, and the contractor chosen to do the meeting room and entrance project would also be responsible for "rough in" electrical conduit for the security system.

Mr. Mitchell also mentioned that the small meeting room portion of this job is complete and ready to bid. The job was bid in July, 2012 at \$19,800 by John Cook. This portion of the job was tabled until the plans for the library entrance were completed and both jobs could be combined into one project bid. The small meeting room will be constructed by enclosing the current magazine reading area with glass, very similar to the existing children's program room, and will be used by tutors, small groups, or any library patrons needing to converse without disturbing others. (Bob Scholl arrived at 4:20 p.m.)

While no formal action was taken, the consensus of the Board was that leaving the exterior of the library entrance intact is preferable, and the possible improvements presented by Mr. Mitchell are worthy of continued research. It was recommended that vendors be brought in to assess the entrance and give their professional opinions regarding air curtains and door openers.

5. **Update on Halagueño Art Park Renovation Phase 2.**

Cassandra Arnold reported on the May 1, 2013 meeting of the Fine Arts Acquisition & Vetting (FAAV) Committee with Rob Loftis of Morrow Reardon Wilkinson Miller, Ltd., Landscape Architects. They discussed the planned tree removal needed, as the two largest mulberry trees are nearing the end of their life cycle and those are the two

around which the stage areas are proposed. The tree at the corner of Halagueño and Fox streets will also be removed to make room for the park sign. The type and size of the replacement trees as well as the need for electrical service to the stages was discussed. Texas Red Oaks were the choice of the architects, with cotton wood trees or other more native species being suggested by Steven West. The plans are 70% complete and should go out to bid in July, with construction expected to start in the fall after any federally protected bird species have finished nesting in the park trees.

No action by the Board was needed at this time.

6. Review of Director's Report for April, 2013.

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

10,298 people visited the library

7,435 materials circulated this month, including 3,539 children's and 442 teen items

196 new library cards were issued

436 people attended library programs

18 meetings were held in the Annex

1,550 computer sessions were used

657 information requests were received

144 database uses were recorded

7. Open Discussion of Library Operations.

- Library carpet for lobby purchase order was finally approved. City membership in CES purchasing cooperative is on May 14th Council agenda for approval. Vendor contacted and install can begin late June or early July. Library will not close as install can be done in sections which will be blocked off to public traffic. Entrance area install will be scheduled for closed hours.
- "Movies in the Park" events hosted by the Museum will be shown in Halagueño Art Park during the summer months. Free public showings of classic movies. Probably on Tuesday nights.
- Summer Reading Program for children and teens is planned and scheduled. Calendars showing programs and activities June-July printed. Registration forms are going out to all the schools. Beth is also making school visits to promote the program.
- Shifting of the adult Large Print collection to eliminate one shelving run allowing room for database computer area is underway.
- Weeding continues in the adult nonfiction collection. Most items are going to Better World Books, and have earned about \$600. for the Library Friends group. Funds are used to purchase new materials and support library programs.
- Windstream upgraded their system and lost the library Internet connection last week. Internet connectivity was down for 8 days, but is now restored. It was necessary to hire a local network consultant to troubleshoot the problem.
- The staff kitchen remodel is complete and is a big hit with library employees.
- CHS Honor Society students have been completing their community service hours at the library recently, helping with various tasks around the library.

- New City Safety Officer Randy Gallindo will be holding safety training for library staff. This month will cover working with hazardous chemicals and biohazards.
- FY 12-13 budget is closed and no more purchase orders can be written except for emergencies. The FY 13-14 Interim Draft budget is scheduled to be out later this week. Personnel requests were probably not approved, but capital requests look promising.
- The fixed Transit route on Mermod is scheduled to start this summer. The library will be a regular stop and a shelter is to be installed within the next two weeks.
- Two new Municipal Resolutions: 72 hours' notice of meeting now required (new State law) and guidelines for telephonic meeting attendance. Copies for members.
- Richard Fielder has submitted his resignation after 20 years on the library board. The Mayor plans to present him with an Outstanding Citizen Award, and would like some wording for the Proclamation. I have looked into submitting Mr. Fielder for the President's Volunteer Service Award, also called the Points of Light Award. It was established in 2003 by President George W. Bush as a way to thank and honor civic service by individuals. Awardees receive a Presidential Award lapel pin, a certificate of achievement, and a congratulatory letter from the President. Patsy Jackson-Christopher, our Culture and Recreation Dept Director, will help submit the application as she is a Certifying Organization representative, and there will be a reception to present the award.
- Tom Langowski, a retired US Army colonel who has recently relocated to Carlsbad, was suggested as a replacement board member. Kyle Marksteiner will contact him to see if he is willing to serve.

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

The next regular meeting of the Library Board is scheduled for Wednesday, June 12, 2013. As this date falls during the Summer Reading Program, Bob Scholl moved and Muriel Gossage Streib seconded that the next meeting be held as scheduled on June 12, 2013, but relocated to room 116 in City Hall.

Voting in favor: Davis, Marksteiner, Miller, Robinson, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: None.

The motion carried.

9. **Adjourn.**

Bernita Smith-Payne moved and Bob Scholl seconded that the meeting be adjourned.

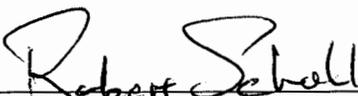
Voting in favor: Davis, Marksteiner, Miller, Robinson, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: None.

The motion carried.

The meeting adjourned at 5:14 p.m.



 Bob Scholl, Library Board



 Cassandra Arnold, Board Secretary