

MINUTES
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
WEDNESDAY, JANUARY 10, 2018
AT 101 SOUTH HALAGUEÑO
4:30 P.M.

Voting Members Present: Kyle Marksteiner, Vice President
Jo Calvani
Tom Langowski
Sally Miller
Bob Scholl
Bernita Smith-Payne

Non-Voting Members Present: None

Voting Members Absent: Robert Chavez, President
Chris Owens

Ex-Officio Members Present: None

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

Board Secretary Present: Cassandra Arnold

Others Present: None

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

Board Vice President Kyle Marksteiner called the meeting to order at 4:35 p.m. Roll was called and a quorum was determined to be present.

2. Approval of the Agenda.

Sally Miller moved and Jo Calvani seconded that the Agenda be approved.

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

Voting against: None.

Absent: Chavez, Owens.

The motion carried.

3. Approval of Minutes of December 13, 2017 Meeting.

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

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

Voting against: None.

Absent: Chavez, Owens.

The motion carried.

4. **Approval of Calendary Year 2017 Summary.**

Library Director Cassandra Arnold submitted a summary of library events in 2017, including welcoming 97,220 visitors to the library, making 2,630 outreach visits to our community, signing up over 700 children for Summer Reading in a single day, and registering a total of 2,015 new library patrons this past year.

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

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

Voting against: None.

Absent: Chavez, Owens.

The motion carried.

5. **Approval of Library Report for December 1, 2017.**

The Board reviewed the report. Statistics for the month include:

6,090 people visited the library.

5,463 materials circulated: 2,909 adult, 2,340 children's, 214 teen, 522 digital items.

102 new library cards were issued.

15 events with 454 people attending.

1,018 computer sessions were used.

660 information requests were received.

80 database uses were recorded.

1 incident(s) occurred.

Bob Scholl requested details on the incident reported: one patron complained strongly that the dark portals without lights made her feel unsafe when she visited the library at night. Cassandra Arnold noted that a quote for replacing the nonworking fixtures with new LED fixtures has been requested from a local vendor.

Tom Langowski moved and Jo Calvani seconded that the report be approved.

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

Voting against: None.

Absent: Chavez, Owens.

The motion carried.

6. **Set Meeting Dates for Calendar Year 2018.**

While the regular library board meetings are scheduled for the second Wednesday of each month by municipal code, sometimes meetings must be adjusted for holidays. This year no holidays impact the regularly scheduled meetings, so the dates will be:

January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, and December 12, 2018.

Bernita Smith-Payne moved and Tom Langowski seconded that the dates be approved as submitted.

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

Voting against: None.

Absent: Chavez, Owens.
The motion carried.

7. **Discussion of Library Operations.**

a. Mid-year stats and update.

Library Director Cassandra Arnold reported that the library is on track with budget spending, though door count has been somewhat lower than expected, probably due to the lack of library technology and special programs without a Technology Librarian on staff.

b. Library policy review schedule.

Cassandra Arnold submitted a revised policy review schedule. Some policies will not need to be reviewed on a frequent basis. Policies to be reviewed in 2018 will be the Public Computer Use, Public Programs, and Wireless Internet Access.

8. **Adjourn.**

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

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

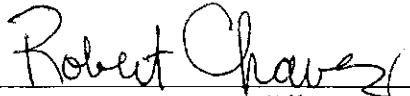
Voting against: None.

Absent: Chavez, Owens.

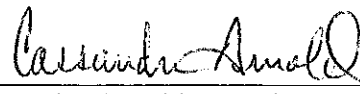
The motion carried.

The meeting adjourned at 5:25 p.m.

The next regular meeting is scheduled for February 14, 2017 at 4:30 p.m. in the Library.



Robert Chavez
, Library Board



Cassandra Arnold, Board Secretary