

**MINUTES OF THE
 BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
 REGULAR MEETING
 WEDNESDAY, MARCH 14, 2018
 LIBRARY AT 101 SOUTH HALAGUEÑO
 4:30 P.M.**

Trustees Present	Kyle Marksteiner Robert Chavez Jo Calvani Sally Miller Chris Owen Bob Scholl Bernita Smith-Payne	Vice President President (arrived 4:40 pm) Member Member Member Member Member
Trustees Absent	Tom Langowski	Member
Ex-Officio	Dale Janway	Mayor
Members Absent	Steve McCutcheon	City Administrator
Secretary	Sarah Jones	Assistant Library Director
Others Present	None	

1. **Roll Call and Determination of Quorum.**
 Board Vice President Kyle Marksteiner called the meeting to order at 4:34 p.m. Roll was called by the Secretary. A quorum was determined to be present.

2. **Consider Approval of Agenda.**
 Sally Miller moved and Jo Calvani seconded that the Agenda be approved.
 Voting in favor: Marksteiner, Owens, Smith-Payne, Scholl.
 Voting against: None.
 Absent: Chavez, Langowski.
 The motion carried.

3. **Consider Approval of Minutes of January 10, 2018.**
 Jo Calvani moved and Bernita Smith-Payne seconded that the minutes be approved as submitted. Note: the February meeting was cancelled; no minutes to approve.
 Voting in favor: Marksteiner, Owens, Miller, Scholl.
 Voting against: None.
 Absent: Chavez, Langowski.
 The motion carried.

4. **Approval of Carlsbad Library Budgetary Needs for FY18-19.**
 Bernita Smith-Payne moved and Jo Calvani seconded that the budgetary needs be approved as submitted.

Voting in favor: Marksteiner, Owens, Chavez, Miller, Scholl.

Voting against: None.

Absent: Langowski.

The motion carried.

5. **Approval of Library Monthly Report for January and February, 2018.**

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

7,027 people visited the library in January and 7,103 people visited in February.

In January, 5,864 materials circulated: 3,288 adult, 2,343 children's, 233 teen, 553 digital items. In February, 6,174 materials circulated: 3,458 adult, 2,453 children's, 264 teen, 570 digital items.

111 new library cards were issued in January, 151 in February.

17 events were held with 376 people attending in January. 22 events with 440 people were held in February.

4 programs were held in the Hall of Fame for January and 4 in February.

1,162 computer sessions were used in January; 1,161 computer sessions in February.

748 information requests were received in January; 887 information requests in February.

105 database uses were recorded in January; 296 in February.

0 incident(s) occurred in both January and February.

Sally Miller moved and Robert Chavez seconded that the monthly reports be approved.

Voting in favor: Marksteiner, Calvani, Owens, Smith-Payne, Scholl.

Voting against: None.

Absent: Langowski.

The motion carried.

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

A. Bookmobile update was given by Sarah Jones. It is up and running. It is ready for pick-up by the Mescalero Community Library. They still want it and should pick it up soon. We are currently starting it up every few days to make sure it is still running. We are unable to drive it since it is no longer on the city insurance.

B. Friends of the Library status & Book Fair preparations: arrangements will be made for a general meeting of the Friends in April and interested members of the public to nominate candidates and elect members to fill the open president, vice president, secretary, and two members-at-large positions. Book Fair committees will be appointed and preparations for the sale can begin. The Book Fair will most likely be held in April or May this year. Kyle asked if the board could help with this process. Robert made note that Bob Scholl was part of the board and the friends group meaning it was possible for the board to also be involved with the friends group.

C. The board discussed the possibility of Board meetings being every other month. Everyone agreed this was a good idea and that this should happen.

Robert stated that they should still have the December meeting since that is also the public holiday reception.

7. **Public Comments.**

None.

8. **Adjourn.**

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

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

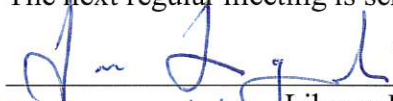
Voting against: None.

Absent: Langowski.

The motion carried.

The meeting adjourned at 5:00 p.m.

The next regular meeting is scheduled for April 11, 2018 at 4:30 p.m. in the Library.



Tom Langowski, Library Board



Sarah Jones, Acting Board Secretary