

MINUTES
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
WEDNESDAY, APRIL 11, 2018
AT 101 SOUTH HALAGUEÑO
4:30 P.M.

Voting Members Present: Robert Chavez, President
Jo Calvani
Tom Langowski (in 4:40 pm)
Kyle Marksteiner, Vice President
Sally Miller
Chris Owens
Bob Scholl
Bernita Smith-Payne (in 4:40 pm)

Voting Members Absent: None

Ex-Officio Members Present: None

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

Board Secretary Present: Cassandra Arnold

Others Present: Heather Counts, teacher

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

Board President Robert Chavez called the meeting to order at 4:32 p.m. Roll was called and a quorum was determined to be present.

2. Approval of the Agenda.

Bob Scholl moved and Jo Calvani seconded that the Agenda be approved.

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

Voting against: None.

Absent: Langowski, Smith-Payne.

The motion carried.

3. Approval of Minutes of March 14, 2018 Meeting.

Jo Calvani moved and Sally Miller seconded that the minutes be approved as submitted..

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

Voting against: None.

Absent: Langowski, Smith-Payne.

The motion carried.

4. **Approval of FY 18-19 Library Budget Request.**

The board reviewed the budget request submitted to City Administration on March 20, 2018. Some budgetary needs previously approved by the board were submitted as capital requests, board recommendation to fill frozen fulltime library positions was requested along with an increase in hourly wage for part-time staff commensurate with the current local rate, and an operating lines increase of 14% was requested.

Tom Langowski moved and Kyle Marksteiner seconded the FY 18-19 Library Budget request be approved.

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

Voting against: None.

Absent: None.

The motion carried.

5. **Approval of Library Security Camera Policy (Apr 2018-Mar 2023).**

This is a new policy for the Carlsbad Public Library. While a few cameras are currently in use, future plans to upgrade and expand urge the adoption of a formal policy. After reviewing similar policies at other both local and leading public libraries in the field, librarians crafted this draft. Policy sections include: purpose of the policy, camera placement and public notice, access to recorded images, data storage, use/disclosure of video records, and recourse procedures. Once approved by the board, a draft policy will be sent to the City Attorney for review.

After explanation of the policy provisions by the Library Director and a brief discussion, Jo Calvani moved and Bernita Smith-Payne seconded that the draft policy be approved as submitted.

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

Voting against: None.

Absent: None.

The motion carried.

6. **Consider Approval of Library Report for March, 2018.**

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

7,672 people visited the library.

6,081 materials circulated: 3,359 adult, 2,501 children's, 221 teen, 532 digital items.

149 new library cards were issued.

52 events with 446 people attending.

1,338 computer sessions were used. 5,212 wireless access sessions were tallied.

920 information requests were received.

55 database uses were recorded.

0 incident(s) occurred.

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

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

Voting against: None.

Absent: None.

The motion carried.

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

- a. Restroom update – a fourth contractor was asked to review the scope of work and submit a quote, as no bids from the three previous contractors who viewed the site were received. The fourth contractor is a Cooperative Educational Services (CES) vendor so, if acceptable, only this bid would be required for the project to proceed.
- b. Bookmobile – the bookmobile has left for its new home. Volunteers from the Mescalero Community Library picked up the bookmobile, donated to them by the City of Carlsbad in accordance with the Anti-donation Clause of New Mexico Constitution (Art. IX, Sec. 14), last week.
- c. Projects – Portal light replacements should begin soon, as soon as the contractor is able to diagnose the wiring problem. Updates to the Children’s Library to facilitate public programs to be held in-library have reached the final design phase and a final quote should be received within the next two weeks.
- d. Guest – Tom Langowski introduced his guest, Heather Counts, as a candidate for the open board position. The board visited with Ms. Counts, a local educator and library user, then instructed the board secretary to forward her name to Mayor Dale Janway for consideration.

8. **Adjourn.**

Kyle Marksteiner moved and Tom Langowski seconded that the meeting be adjourned.
Voting in favor: Calvani, Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: None.

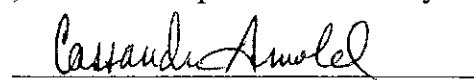
The motion carried.

The meeting adjourned at 5:27 p.m.

The next regular meeting is scheduled for May 9, 2018 at 4:30 p.m. in the Library.



Robert Chavez, Library Board



Cassandra Arnold, Board Secretary