

MINUTES
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
WEDNESDAY, MAY 09, 2018
AT 101 SOUTH HALAGUEÑO
4:30 P.M.

Voting Members Present: Robert Chavez, President
Kyle Marksteiner, Vice President
Tom Langowski
Chris Owens
Sally Miller

Non-Voting Members Present: None

Voting Members Absent: Jo Calvani
Bob Scholl
Bernita Smith-Payne

Ex-Officio Members Present: None

Ex-Officio Members Absent: Dale Janway, Mayor
Michael A. Hernandez, City Administrator

Board Secretary Present: Cassandra Arnold

Others Present: None

1. **Roll Call of Voting Members and Determination of Quorum.**
Board President Robert Chavez called the meeting to order at 4:41 p.m. Roll was called and a quorum was determined to be present.
2. **Approval of the Agenda.**
Sally Miller moved and Kyle Marksteiner seconded that the Agenda be approved.
Voting in favor: Langowski, Marksteiner, Miller, Owens.
Voting against: None.
Absent: Calvani, Scholl, Smith-Payne.
The motion carried.
3. **Approval of Minutes of April 11, 2018 Meeting.**
Kyle Marksteiner moved and Tom Langowski seconded that the minutes be approved as submitted.
Voting in favor: Langowski, Marksteiner, Miller, Owens.
Voting against: None.
Absent: Calvani, Scholl, Smith-Payne.
The motion carried.

4. **Approval of Update to Public Programs Policy.**

This policy was last reviewed in 2015. Its purpose is to provide guidelines for the development, implementation, and sponsorship of educational and cultural community programming, an essential library service, at CPL.

Changes to this draft include:

- word changes for simplicity.
- the addition of CPL's endorsement of the programming aspect of ALA's Library Bill of Rights.
- a non-comprehensive list of program types to be held at CPL.
- the statement that all programs will be free of charge and ADA compliant, with special arrangements available upon request.
- the addition of the procedure for questions, appeals, or exceptions to this or any library policy.

Tom Langowski moved and Sally Miller seconded that the minutes be approved as submitted.

Voting in favor: Langowski, Marksteiner, Miller, Owens.

Voting against: None.

Absent: Calvani, Scholl, Smith-Payne.

The motion carried.

5. **Approval of Library Report for April 1, 2018.**

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

7748 people visited the library.

5659 materials circulated: 3144 adult, 2286 children's, 228 teen, 517 digital items.

114 new library cards were issued.

44 programs with 602 people attending.

4 library programs were held in the Annex.

1200 computer sessions were used. 4950 wireless sessions were used.

944 information requests were received.

241 database uses were recorded.

1 incident(s) occurred: a tree was purposefully damaged in the park.

Sally Miller moved and Chris Owens seconded that the report be approved.

Voting in favor: Langowski, Marksteiner, Miller, Owens.

Voting against: None.

Absent: Calvani, Scholl, Smith-Payne.

The motion carried.

6. **Discussion of Library Operations.**

a. Projects Update –

- Restrooms – waiting on revised quote for women's restroom only as not enough capital to update both. Funds are set to carryover to FY18-19 if needed.

- Children's Library – old furniture is coming out this week, transferred to other City depts. Carpet patching will be done. Jo Calvani offered to donate what is needed. Steps removed from program room to make it capable of handling library programs for all ages. Requisition for new mobile seating, activity tables, and shelving submitted today. Once PO received, will take 4-6 weeks to arrive. Temp arrangements until then.
- Teen Area – new computer counter and booth are part of new furniture requisition. Could not afford new shelving at this time. 2018 GO Bond in November will provide funding if passed.
- Adult Seating – new chairs and tables for west wall in adult collection area also part of new furniture requisition. Will provide five additional quiet work/study/reading areas.
- LED Portal Lights – installed today. Will see how well portal areas are lit after dark. Additional fixtures purchased and can be installed if needed.
- New dual disc cleaner purchased and installed last week. Works much better and less complicated for staff to use than the old model, which was moved to the Processing Room to be used for cleaning audiobook CDs.

7. **Adjourn.**

Chris Owens moved and Sally Miller seconded that the meeting be adjourned.

Voting in favor: Langowski, Marksteiner, Miller, Owens.

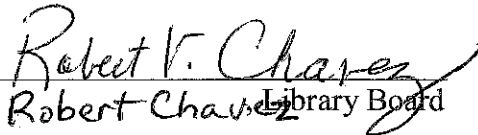
Voting against: None.

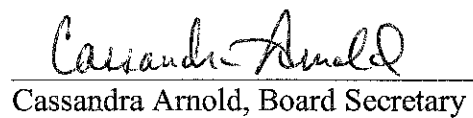
Absent: Calvani, Scholl, Smith-Payne.

The motion carried.

The meeting adjourned at 5:00 p.m.

The next regular meeting is scheduled for June 13, 2018 at 4:30 p.m. in the Library.


Robert Chavez, Library Board


Cassandra Arnold, Board Secretary