

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

Voting Members Present: Robert Chavez, President
Chris Owens, Vice President (in 4:43 pm)
Heather Counts
Sally Miller
Bob Scholl
Bernita Smith-Payne

Non-Voting Members Present: None

Voting Members Absent: Jo Calvani

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 4:38 p.m. Roll was called and a quorum was determined to be present.

2. Approval of the Agenda.

Sally Miller moved and Heather Counts seconded that the agenda be approved.

Voting in favor: Chavez, Counts, Miller, Scholl, Smith-Payne.

Voting against: None.

Absent: Calvani, Owens.

The motion carried.

3. Approval of Minutes of September 12, 2018 Meeting.

Sally Miller moved and Bernita Smith-Payne seconded that the minutes be approved as submitted.

Voting in favor: Chavez, Counts, Miller, Scholl, Smith-Payne.

Voting against: None.

Absent: Calvani, Owens.

The motion carried.

4. **Approval of NM State Library FY 17-18 Annual Report.**

Cassandra Arnold went over the report in general and areas of significant change from the previous year. This report is required to be submitted to the NMSL in order to qualify for State Allocation annual grants and GO Bond fund grants. It details FTE library staffing and their levels of education, operating revenue and expenditures, capital revenue and expenditures, the library collection, library services and programs to the public, and eligibility for state aid such as required strategic plans and policies.

Significant changes from FY 16-17 data reflect unfilled staff positions, City capital funding for restroom updates, increase in per capital spending on collection materials from \$2.03 to \$2.66, a 14% increase in reference questions received, an 11% reduction in library computer use offset by a 200% increase in library wireless usage, a drop in library physical material checkouts offset by an increase in digital material usage, and a slight drop in physical visits to the library offset by a new stat showing almost 24,000 visits to the library's website.

As expected, this data reflects that more members of our service community are taking advantage of the library's digital presence, collections, and remote access databases as personal technology improves and is more widely used by the general public, along with the necessary broadband capability available in Eddy County.

Bob Scholl moved and Sally Miller seconded that the minutes be approved as submitted. Voting in favor: Chavez, Counts, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Calvani.

The motion carried.

5. **Approval of Wireless Internet Access Policy Update.**

Some changes to wording for clarity, some additions necessitated by changes in personal technology. Added Usage Agreement (splash/capture page) when connecting to library wireless network and Questions/Recourse section. Currently the electrical outlets at the park trees and stages are not active to deter afterhours visitors to the HAP. One working outlet exists on the library building exterior and is becoming a place of congregation which can interfere with visitor access and may also be disconnected in the near future.

Heather Counts questioned whether the wireless access rules are physically posted in the library or park (they are not) and suggested posting such a notice, including a reminder that the Library/City is not responsible for Internet content or damage to personal devices or data, in addition to the Wireless Usage Agmt splash page, to clearly state that users connect at their own risk.

Bernita Smith-Payne moved and Chris Owens seconded that the policy update be approved as submitted and endorsed the proposal of posted notices.

Voting in favor: Chavez, Counts, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Calvani.

The motion carried.

6. **Approval of Library Report for September, 2018.**

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

7630 people visited the library.

5364 materials circulated: 2781 adult, 2330 children's, 252 teen, 616 digital items.

130 new library cards were issued.

31 events with 1492 people attending.

1224 computer sessions and 3951 wireless sessions were used.

969 information requests were received.

168 database uses were recorded.

1 incident(s) occurred when EMTs were called to attend a visitor suffering a severe asthma attack.

Bob Scholl moved and Heather Counts seconded that the report be approved.

Voting in favor: Chavez, Counts, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.

Absent: Calvani.

The motion carried.

7. **Discussion of Library Operations.**

a. Friends of the Library General Meeting is scheduled for October 18, 2018. Hope to sign up many new members and elect new Board members to fill vacancies and make plans to hold a Book Fair. Heather Counts is assisting Cassandra Arnold in setting this up.

b. New staff member Krista Sutton has been hired to fill the vacant Library Clerk position and should start very soon. It will be a great help to have another FT staff member available to work the front desk and assist with patron services.

c. Teen Read Week this year, October 10-15, will celebrate the 20th anniversary of the publication of the first Harry Potter book, when we all met the orphan wizard living under the stairs. Free daily afterschool programs will feature games and crafts such as Build a Wand and Tabletop Quidditch, along with Dress as Your Fav HP Character and a trivia quiz. A 3-book set of the most recent illustrated editions, generously provided by the Friends of the Library, will be given away to a lucky teen.

d. Downtown Fall Festival – the Library plans to participate as usual in this fun MainStreet event, handing out candy and bookmarks to youngsters (also provided by the Friends of the Library.)

8. **Adjourn.**

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

Voting in favor: Chavez, Counts, Miller, Owens, Scholl, Smith-Payne.

Voting against: None.


Absent: Calvani.

The motion carried.

The meeting adjourned at 5:34 p.m.

The next regular meeting is scheduled for November 14, 2018 at 4:30 p.m. in the Library.

, Library Board


Cassandra Arnold, Board Secretary

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