

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

Voting Members Present: Robert Chavez, President
Chris Owens, Vice President – in at 4:35 p.m.
Veronica Barnhart
Jo Calvani
Heather Counts
Sally Miller
Bob Scholl

Non-Voting Members Present: None

Voting Members Absent: 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: Angie Barrios-Testa, Municipal Services – in 4:40p.m.

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

Board President Robert Chavez called the meeting to order at 4:31 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: Barnhart, Calvani, Counts, Miller, Scholl.

Voting against: None.

Absent: Owens, Smith-Payne.

The motion carried.

3. Approval of Minutes of October 10, 2018 Meeting.

Jo Calvani moved and Bob Scholl seconded that the minutes be approved as submitted.

Voting in favor: Barnhart, Calvani, Counts, Miller, Scholl.

Voting against: None.

Absent: Owens, Smith-Payne.

The motion carried.

4. **Approval of Library Report for October, 2018.**

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

13,468 people visited the library.

5,923 materials circulated: 3,011 adult, 2,646 children's, 257 teen, 645 digital items.

175 new library cards were issued.

55 programs with 963 people attending.

1,497 computer sessions and 4,927 wireless sessions were used.

1,012 information requests were received.

320 database uses were recorded.

1 incident(s) occurred.

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

Voting in favor: Barnhart, Calvani, Counts, Miller, Owens, Scholl.

Voting against: None.

Absent: Smith-Payne.

The motion carried.

5. **Discussion of Library Operations.**

a. **Introduction of Angelica Barrios-Testa.**

Angie Barrios-Testa, recently appointed director for Municipal Services and Capital Programs, was introduced to the Board.

b. **Friends of the Library General Meeting.**

About eight interested persons attended on October 18th. A new board was elected: President – Kelly Jones, Vice President – Janie Cox, Secretary – Cassandra Arnold, Treasurer – Sybil Walterscheid. The board agreed the first thing to do was hold a Book Fair, and discussed options: a large sale held on or offsite, regular monthly ones under the annex portico, and shelves for hardback books placed in the library lobby. They plan to have a website/blog for public information and an online meeting site for board and committee members to exchange information.

Everyone agreed the Book Fairs have been missed. Veronica Barnhart said she would be willing to assist, and Heather Counts suggested the school Honor Societies would be good volunteers.

c. **Board Holiday Reception.**

Next month's meeting is scheduled for December 12th. The Holiday Meet & Greet will be held then, too. Reception will run: 3-5:30 p.m. Board Meet & Greet: 3-4:30 p.m. Board meeting: 4:30-5:30 p.m. Board members will be able to mingle and chat with library visitors and patrons to discuss library services and programs.

Sally Miller will bring a punch, Veronica will provide plates, cups, and napkins, Cassandra will set up the music and table décor, the library and Friends will provide the tablecloth and serving ware, all Board members will bring a covered platter of sweet or savory finger foods. Trays can be dropped off early if desired.

d. Restroom Renovation Update.

The double sink with sensor faucets, counter, mirror, and baby changing table have been installed in the women's restroom. A new urinal with autoflush water-saving sensor has been installed in the men's restroom. Still to do: two new commodes and hand dryers (one in each restroom); a new sink, faucet, and changing table in the men's; convenient shelves and hooks for personal belongings in both restrooms.

All agreed these updates are needed and will make the restrooms more user-friendly. Cassandra Arnold asked if Angie Barrios-Testa could request the City Electricians stop by to give advice on placement of the electric hand dryers.

e. Last Board Member Vacancy.

Retired teacher and principal Deborah Beard has been suggested to fill the last current vacancy on the board. She has said she would be willing to serve. Cassandra Arnold, Board Secretary, was instructed to forward the Board's recommendation of Ms. Beard to Mayor Janway.

f. Board Meeting Schedule Adjustment.

The Board has discussed in the past the possibility of adjusting their meeting schedule to every other month. Consensus is the best schedule would be to meet in January, March, May, July, September, and November. A Holiday Reception could be held in either November or December. As the Board's current meeting schedule is set by municipal code, all members present agreed the first step would be for Robert Chavez, Cassandra Arnold, and possibly Angie Barrios-Testa to meet with Mayor Janway to see if he would consider moving forward with this schedule adjustment.

g. Other Items.

Bob Scholl stated that he believes the library staff, including our newest staff member at the Service Desk, is doing a great job; all are very polite and sharp.

Veronica Barnhart mentioned she checked out the Museum All-Access Pass and found it quite useful. She feels this is something the library should promote more, so other New Mexico residents can enjoy visiting our museums and parks without cost.

6. Adjourn.

Bob Scholl moved and Veronica seconded that the meeting be adjourned.

Voting in favor: Barnhart, Calvani, Counts, Miller, Owens, Scholl.

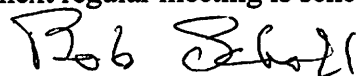
Voting against: None.

Absent: Smith-Payne.

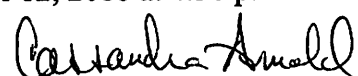
The motion carried.

The meeting adjourned at 5:08 p.m.

The next regular meeting is scheduled for December 12, 2018 at 4:30 p.m. in the Library.



Bob Scholl, Library Board



Cassandra Arnold, Board Secretary