

**MINUTES**  
**CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**WEDNESDAY, DECEMBER 12, 2018**  
**AT 101 SOUTH HALAGUENO**  
**4:30 P.M.**

**Voting Members Present:** Robert Chavez, President (in at 4:50 p.m.)  
Veronica Barnhart  
Jo Calvani  
Heather Counts  
Bob Scholl  
Bernita Smith-Payne

**Non-Voting Members Present:** None

**Voting Members Absent:** Chris Owens, Vice President  
Sally Miller

**Ex-Officio Members Present:** None

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

**Board Secretary Present:** Cassandra Arnold

**Others Present:** Martha Reed, Past Treasurer, Friends of the Library  
Richard Stephens, Library Patron

1. **Roll Call of Voting Members and Determination of Quorum.**  
Board Member Heather Counts called the meeting to order at 4:39 p.m. Roll was called and a quorum was determined to be present.
2. **Approval of the Agenda.**  
Jo Calvani moved and Bernita Smith-Payne seconded that the agenda be approved.  
Voting in favor: Barnhart, Calvani, Counts, Scholl, Smith-Payne.  
Voting against: None.  
Absent: Chavez, Owens, Miller.  
The motion carried.
3. **Approval of Minutes of November 14, 2018 Meeting.**  
Jo Calvani moved and Veronica Barnhart seconded that the minutes be approved with revisions to one date in Agenda item 5-c.  
Voting in favor: Barnhart, Calvani, Counts, Scholl, Smith-Payne.  
Voting against: None.  
Absent: Chavez, Owens, Miller.  
The motion carried.

4. **Approval of Request to Modify Library Board Meeting Schedule.**

The Board discussed this item at the last meeting and requested Cassandra and Robert follow up with the Mayor to see if this would be possible. Angie Barrios-Testa spoke with Mike Hernandez and John Lowe. They and Mayor Janway are supportive of the idea. As a first step, the Board needs vote to approve the request and decide how often they would like to meet and which day of the month. Then a modified ordinance will be drafted by Eileen Riordan. The proposed change must be posted on the City website for public comment for 14 days. An Agenda Briefing Memorandum will be written for the City Council to approve the change. The Council will vote on the change at a regular meeting, likely in late February or March. Once approved, the change will go into effect five days later. The Board will also need to modify their Bylaws to reflect the change once that happens.

The Board considered whether to change to bimonthly or quarterly meetings. It was decided that three months was too long to go between meetings. It was also decided that the second Wednesday of the month at 4:30 p.m. would continue to be the best day and time to meet.

Bernita Smith-Payne moved and Jo Calvani seconded that the Board formally request the City Council to modify Chapter 26 – Library, Article II – Board of Trustees, Section 26-34 of the City Municipal Code from meeting **monthly** to meeting **bimonthly**, meeting in January, March, May, July, September, and October of each year, with the ability to call a special meeting at any time if needed.

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

Voting against: None.

Absent: Owens, Miller.

The motion carried.

5. **Approval of Library Report for November, 2018.**

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

6799 people visited the library.

5330 materials circulated: 2746 adult, 2348 children's, 236 teen, 560 digital items.

102 new library cards were issued.

38 programs with 701 people attending.

1033 computer sessions and 4390 wireless sessions were used.

686 information requests were received.

234 database uses were recorded.

2 incident(s) occurred.

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

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

Voting against: None.

Absent: Owens, Miller.

The motion carried.

6. **Discussion of Library Operations.**

a. Mid-Year Budget Review.

Cassandra Arnold provided the board with the relevant pages from the City financial report for FY 2018-19 July 2018 – October 2018 showing the Gross Receipts Revenue for the City, and the Operations by Department, Capital Outlay by Department, Labor by Department, and Dept 0800 – Library Expenditure Summary as of 11/30/18.

All reports show the Library to be on track, near the target expenditure percent, except for capital outlay at 100%, as all remaining 2016 GO Bond funds were spend out by August, 2018 for the new furnishings and computer cabling in the children's and teen areas.

7. **Adjourn.**

Bob Scholl moved and Robert Chavez seconded that the meeting be adjourned.

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

Voting against: None.


Absent: Owens, Miller.

The motion carried.

The meeting adjourned at 5:14 p.m.

The next regular meeting is scheduled for January 9, 2019 at 4:30 p.m. in the Library.

  
Robert V. Chavez, Library Board

  
Cassandra Arnold, Board Secretary