

**MINUTES
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
WEDNESDAY, MARCH 13, 2019
AT 101 S HALAGUENO
4:30 P.M.**

Voting Members Present: Robert Chavez, President
Veronica Barnhart
Deborah Beard
Jo Calvani
Heather Counts
Sally Miller
Bob Scholl
Bernita Smith-Payne

Voting Members Absent: Chris Owens, Vice President

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 4:37 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, Beard, Calvani, Counts, Miller, Scholl, Smith-Payne.
Voting against: None.
Absent: Owens.
The motion carried.
3. **Approval of Minutes of February 13, 2019 Meeting.**
Bob Scholl moved and Sally Miller seconded that the minutes be approved as submitted.
Voting in favor: Barnhart, Beard, Calvani, Counts, Miller, Scholl, Smith-Payne.
Voting against: None.
Absent: Owens.
The motion carried.

4. **Approval of Library FY20 Budget Request.**

Library Director Cassandra Arnold went over the library's next fiscal year 19-20 budget request to City Administration, based on the budgetary needs list approved by the Board at the last meeting.

- Personnel – requested filling the open Librarian position and the open Library Clerk position to return the library to full staffing levels and restore services to the community that have been suspended due to short-staffing.
- Capital – requested to replace the library boiler, upgrade the outdated security camera system, complete the next phase of the switch to LED lighting, redesign and resurface the 20+ year-old parking lots, replace the 15-year-old carpet in the Children's Library, and replace the 60-year-old shelving in the Teen section.
- Operating – requested an increase of 4% to the total operating budget for price increases and included the 2018 GO Bond funds which will be available in FY20.

Deborah Beard wondered if the boiler was being replaced with a more energy-efficient system, as boilers are very old-fashioned. Cassandra was not aware of the details of the proposed new system but said the current one still uses a forced-air blower to circulate the air warmed by hot water. Patrons constantly complain the air coming from the vents blows too hard and is extremely cold, even when the heater is running. They frequently block the vents with books and empty wood shelves.

Sally Miller moved and Bernita Smith-Payne seconded that the Library budget requests for FY20 be approved.

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

Voting against: None.

Absent: Owens.

The motion carried.

5. **Approval of Update to the Library Gifts and Donations Policy.**

The Gifts and Donations policy explains the criteria for acceptance by the library of materials or monetary donations, and the deletion or re-donation of such items in accordance with the rules of the Anti-Donation clause of the New Mexico State Constitution (Article IX, Section 14).

Jo Calvani moved and Bob Scholl seconded that the policy update be approved with revisions to the wording, substituting "deleted" in place of "disposed of."

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

Voting against: None.

Absent: Owens.

The motion carried.

6. **Approval of Library Report for February, 2019.**

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

8047 people visited the library.

5228 materials circulated: 2765 adult, 2298 children's, 164 teen, 765 digital items.

98 new library cards were issued.
23 programs with 501 people attending.
1280 computer sessions and 4591 wireless sessions were used.
635 information requests were received.
170 database uses were recorded.
2 incident(s) occurred.

Jo Calvani moved and Sally Miller seconded that the report be approved.
Voting in favor: Barnhart, Beard, Calvani, Counts, Miller, Scholl, Smith-Payne.
Voting against: None.
Absent: Owens.
The motion carried.

7. **Discussion of Library Operations.**

a. Library Incidents.

Library staff are now strictly enforcing the Patron Code of Conduct rules and addressing violations of the Halagueno Park rules in an effort to eliminate inappropriate behavior by visitors. This will create a calmer, safer, and more family-friendly environment, but has resulted in a higher number of Criminal Trespass Warnings issued lately.

b. Friends of the Library.

Book Fair at the Living Desert was a big success – almost \$4000 was earned. New events and volunteer opportunities are coming soon – next event will be a themed Book Sale on the plaza area of Halagueno Park on a Saturday in early May.

c. Open Librarian Position.

The candidate selected declined the position two days before he was scheduled to start. The position is on the City website now and will remain open until filled. Cassandra requested the board members mention this to colleagues who might be interested and can refer questions to her or to the City Personnel department.

d. CPL Mission Statement.

The library mission statement is due for an update in two months. Cassandra requested the board members review the current statement and make suggestions for improvements. One suggestion was the inclusion of a commitment to remain relevant to the community by keeping up with technology and becoming a community center for social connections and lifelong learning.

e. Streetlights Around Library.

Robert Chavez, engineer for Xcel Energy, suggested Pat Cass of the City Public Works department be contacted to request Xcel switch out the streetlights around the library to new, brighter lamps to provide better lighting around the building complex after dark. He also said Xcel is ready to replace the streetlight on Alameda St. that came down in the last windstorm, but the City must replace or repair the concrete light pole base first.

f. KCCC Radio Show.

Bob Scholl complimented Youth Services Librarian Beth Neiman for the great job she did this week when she appeared on the noon radio show to promote the children's reading programs.

8. Adjourn.

Jo Calvani moved and Bob Scholl seconded that the meeting be adjourned. The next regular meeting is scheduled for Wednesday, May 08, 2019 at 4:30 p.m. in the Library.

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

Voting against: None.

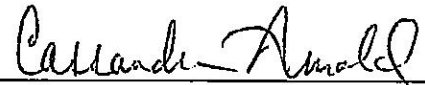
Absent: Owens.

The motion carried.

The meeting adjourned at 5:28 p.m.



Robert Chavez, Library Board



Cassandra Arnold, Board Secretary