

**MINUTES  
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
WEDNESDAY, MAY 08, 2019  
AT 101 S HALAGUENO  
4:30 P.M.**

**Voting Members Present:** Robert Chavez, President  
Chris Owens, Vice President  
Veronica Barnhart  
Deborah Beard  
Sally Miller  
Bob Scholl  
Bernita Smith-Payne

**Voting Members Absent:** Jo Calvani, Heather Counts

**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 4:36 p.m. Roll was called and a quorum was determined to be present.

**2. Approval of the Agenda.**

Sally Miller moved and Deborah Beard seconded that the agenda be approved.

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

Voting against: None.

Absent: Calvani, Counts.

The motion carried.

**3. Approval of Minutes of March 13, 2019 Meeting.**

Deborah Beard moved and Sally Miller seconded that the minutes be approved as submitted.

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

Voting against: None.

Absent: Calvani, Counts.

The motion carried.

4. **Approval of Update to Carlsbad Public Library Mission Statement and Community Announcements Policy.**

The Mission Statement is under review and is not ready to be approved. Bernita Smith-Payne moved and Bob Scholl seconded that the Mission Statement update be tabled.

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

Voting against: None.

Absent: Calvani, Counts.

The motion carried.

The update to the Community Announcements policy was reviewed. Changes include clarification of the groups who may post notices on the Community Bulletin Board, the addition of public safety notices, and that public hearing notices and environmental permit applications will be on view at the Information Desk instead of posted on the bulletin board due to space limitations. Deborah Beard suggested a notice regarding the alternate location of public hearing notices be posted on the regular bulletin board to direct those interested.

The existing statement of inclusion was expanded to clarify that the library follows the American Library Association's core values of the Library Bill of Rights allowing for variety of viewpoint and intellectual freedom and serving as an open, inclusive, and collaborative community environment. The library welcomes notices from community groups who respect the rights of others, but will not accept notices from groups that promote hostility, violence, or violation of the civil rights of persons of a specific race, religion, disability, sexual orientation, ethnicity, or national origin.

Other changes include the addition of details regarding the size of public notices, the length of time notices may remain on the board, and listing the locations in the library where notices may be posted. A statement was added that while the library offers space for the posting of community notices, that does not imply endorsement of the events or services posted.

Sally Miller moved and Veronica Barnhart seconded that the Community Announcements update be approved with a few corrections to grammar noted by Bernita Smith-Payne.

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

Voting against: None.

Absent: Calvani, Counts.

The motion carried.

5. **Approval of Library Reports for March and April, 2019.**

The Board reviewed the reports. Statistics for these months include:

14,821 people visited the library.

12,028 materials circulated: 6,457 adult, 5,092 children's, 480 teen, 2,133 digital items.

175 new library cards were issued.

119 programs with 1,936 people attending.

2,243 computer sessions and 9,102 wireless sessions were used.

1,387 information requests were received.

805 database uses were recorded.

2 incident(s) occurred.

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

6. **Open Discussion of Library Operations.**

a. **FY20 Interim Budget, Capital Projects, Personnel Requests.**

The Board approves the Library Budget request each year and reviews the subsequent funding received.

**Capital Projects** – the library requested funding for 6 capital projects for FY20.

Funding was received for 3: security camera system upgrade - \$15,000; Phased LED lighting replacement - \$40,000; and Children’s Library Flooring - \$35,000.

**Personnel Requests** – requests to fund and fill the open FT Librarian position and FT Library Clerk position were not approved for the second year in a row.

**Operating Funds** – the request for an increase of .25% for total operating expenses was not approved. Total operating budget was cut 13% from the current FY19 level. Lines which may not be adequate to cover FY20 anticipated expenses are Contract & Professional Fees, Telephone & Communication, and Utilities. The most serious cut was to the Library Materials (Book) line which will have a negative impact on the library’s ability to provide needed books and databases to the community. The Board was very concerned about the Book line funding cut and plans to visit with the Mayor. A request to amend the Interim budget will also be submitted by Cassandra Arnold, Library Director.

b. **Summer Reading Program 2019.**

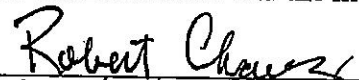
The library’s summer program for children and teens will kick off with a Scholastic Book Fair May 24 - June 4, SRP Registration Day is June 4, and programs run June 6 – July 25. Book Fair flyers, Registration forms, and Summer Reading Calendars are available at the library and at <https://www.facebook.com/Carlsbad-Public-Library-495344570478239/>.


c. **Other Topics.**

This is Bob Scholl’s final meeting after serving for 40 years on the Library Board of Trustees. He will be honored at a reception to be held near the end of June. This is also Sally Miller’s last meeting, as she is retiring after serving 8 years on the Board. Their many contributions have been valued and they will both be greatly missed.

7. **Adjourn.**

Bernita Smith-Payne moved and Deborah Beard seconded that the meeting be adjourned. The next regular meeting is scheduled for Wednesday, July 10, 2019 at 4:30 p.m.  
Voting in favor: Owens, Barnhart, Beard, Miller, Scholl, Smith-Payne.  
Voting against: None.  
Absent: Calvani, Counts.  
The motion carried and the meeting adjourned at 5:42 p.m.

  
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Robert Chavez, Library Board

  
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Cassandra Arnold, Board Secretary