

**MINUTES  
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 11, 2019  
AT 101 S HALAGUENO  
4:30 P.M.**

**Voting Members Present:** Chris Owens, Vice President  
Veronica Barnhart  
Deborah Beard (in at 4:35 pm)  
Jo Calvani  
Heather Counts  
Bernita Smith-Payne

**Voting Members Absent:** Robert Chavez, President  
Beverly Carrasco  
Note: One position currently unfilled

**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 Vice President Chris Owens called the meeting to order at 4:33 p.m. Roll was called and a quorum was determined to be present.
  
2. **Approval of the Agenda.**  
Jo Calvani moved and Veronica Barnhart seconded that the agenda be approved.  
Voting in favor: Owens, Barnhart, Calvani, Counts, Smith-Payne.  
Voting against: None.  
Absent: Chaves, Carrasco, Beard.  
The motion carried.
  
3. **Approval of Minutes of July 10, 2019 Meeting.**  
Jo Calvani moved and Bernita Smith-Payne seconded that the minutes be approved as submitted.  
Voting in favor: Owens, Barnhart, Beard, Calvani, Counts, Smith-Payne.  
Voting against: None.  
Absent: Chaves, Carrasco.  
The motion carried.

4. **Approval of Library Monthly Reports for July and August, 2019.**

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

**July, 2019**

8395 people visited the library.

6279 materials circulated: 3176 adult, 2745 children's, 359 teen, 828 digital items.

115 new library cards were issued.

29 programs with 1974 people attending.

1203 computer sessions and 4045 wireless sessions were used.

746 information requests were received.

187 database uses were recorded.

0 incident(s) occurred.

**August, 2019**

7555 people visited the library.

5978 materials circulated: 3220 adult, 2469 children's, 280 teen, 873 digital items.

203 new library cards were issued.

4 programs with 105 people attending.

1293 computer sessions and 3961 wireless sessions were used.

799 information requests were received.

152 database uses were recorded.

0 incident(s) occurred.

Bernita Smith-Payne moved and Deborah Beard seconded that the report be approved.

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

Voting against: None.

Absent: Chaves, Carrasco.

The motion carried.

5. **Discussion of Library Operations.**

**a. Summer Reading 2019 Summary.**

- Children & Teens registered: 889 (up from 840 in 2018)
- Books read/listened to: 1,810.25 hours (up from 981.25 in 2018)
- Materials Circulated: 7,105 items (up from 3,918 in 2018)
- Programs offered: 43 (42 in 2018)
- Program attendance: 4,141 (up from 3,658 in 2018)
- Received many positive comments from parents and participants!
- 67 persons participated in the Adult Summer Reading Program this year.

**b. Friends of the Library.**

- The Friends supplied snacks for the SRP party and also staffed the library table for the Back to School Bash at the high school for returning students. They plan to participate in the Heritage Festival in the Halagueno Arts Park in September and hold a membership drive.

**c. CPL Book Club.**

- The summer Book Club continues year round! The July meeting discussed fav sci-fi novels, while the August meeting discussed bestseller *Black Water Rising* by Attica Locke.

**d. Library Projects for FY20.**

- A few projects are still continuing from last fiscal year: the restroom hand dryers and shelves/hooks for personal belongings, along with a changing table in the men's restroom; a new water fountain with a place to refill water bottles; LED replacement lights in the corners of the adult collection area; and passing on the paperback spinners to local school libraries.
- New projects for library staff:
  - Acquisitions module for Integrated Library System (ILS)
  - New staff computers
- New projects for the public:
  - Patron Code of Conduct update
  - New public computers
  - Self-serve print/payment kiosk
  - Renewed TDS contract for public internet – increase from 100mg/sec to 300mg/sec at lower cost
  - Update furniture in Teen area
- New projects for the building:
  - Digital signage in public areas
  - LED lighting upgrade in adult/children collection areas\*
  - Updated exterior security lighting\*
  - Upgrade security camera system
  - New carpet in Children's Library
  - Meeting room creation on NW corner

\* capital budget amount may not be sufficient to upgrade all areas; exterior security/safety lighting is priority

**e. 2018 GO Bond Agreement.**

- The agreement between the NM Dept of Cultural Affairs and the City of Carlsbad for the 2018 GO Bond funds arrived last week. It will be approved by City Council (possibly at the Sept 24, 2019 meeting), then signed by the Mayor and mailed to the NM State Library, which acts as the fiscal agent for the Bond fund disbursements. The amount allocated for CPL was known ahead of time, so the funds were included in the library budget request (which was approved at the library board at their March 13, 2019 meeting) and is included our current City budget.

**f. Other Topics.**

- Other topics discussed included the Scholastic Teachables public database for students and homeschoolers, and the Baker & Taylor Axis 360 ebooks collection for children & teens.

6. **Adjourn.**

Deborah Beard moved and Heather Counts seconded that the meeting be adjourned. The next regular meeting is scheduled for Wednesday, November 13, 2019 at 4:30 p.m. in the Library.

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

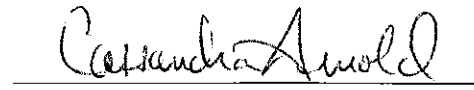
Voting against: None.

Absent: Chaves, Carrasco.

The motion carried.

The meeting adjourned at 5:12 p.m.

  
Robert V. Chavez, Library Board

  
Cassandra Arnold, Board Secretary