

**MINUTES**  
**CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**WEDNESDAY, JANUARY 09, 2019**  
**AT 101 SOUTH HALAGUEÑO**  
**4:30 P.M.**

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

**Voting Members Absent:** Heather Counts, Deborah Beard

**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 4:34 p.m. Roll was called and a quorum was determined to be present.
  
2. **Approval of the Agenda.**  
Sally Miller moved and Bob Scholl seconded that the agenda be approved.  
Voting in favor: Calvani, Miller, Owens, Scholl, Smith-Payne.  
Voting against: None.  
Absent: Beard, Counts.  
The motion carried.
  
3. **Approval of Minutes of December 12, 2018 Meeting.**  
Jo Calvani moved and Sally Miller seconded that the minutes be approved as submitted.  
Voting in favor: Calvani, Miller, Owens, Scholl, Smith-Payne.  
Voting against: None.  
Absent: Beard, Counts.  
The motion carried.

4. **Approval of Update to Interlibrary Loan Policy.**

The Board reviewed the changes. Most edits are to clarify meaning, simplify wording, or update procedure to incorporate electronic formats. Fines were reduced from the previous policy to standard overdue fee amounts. Patrons making use of the ILL service will need to agree to the terms of the new policy, receive a copy of it, and have the scan of the signed form uploaded to their patron record so it remains on file for phone, email, or text requests. Bernita Smith-Payne suggested one edit to correct grammar.

Sally Miller moved and Veronica Barnhart seconded that the policy update be approved with the grammatical correction.

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

Voting against: None.

Absent: Beard, Counts.

The motion carried.

5. **Approval of Meeting Dates for 2019.**

The Board annually reviews the meeting dates for the upcoming calendar year to make adjustments should a regular meeting date fall on a holiday or other unavailable date. The meeting dates for this year may be affected by the modification of the library board ordinance requiring monthly meetings which is currently in the process of being changed to bimonthly (every other month). Regular monthly meetings are listed below. Meetings which may be unnecessary if the ordinance modification is approved are marked with an asterisk:

- **JANUARY 9, 2019**
- **FEBRUARY 13, 2019**
- **MARCH 13, 2019**
- **APRIL 10, 2019\***
- **MAY 8, 2019**
- **JUNE 12, 2019\***
- **JULY 10, 2019**
- **AUGUST 14, 2019\***
- **SEPTEMBER 11, 2019**
- **OCTOBER 9, 2019\***
- **NOVEMBER 13, 2019**
- **DECEMBER 11, 2019\***

Jo Calvani moved and Sally Miller seconded that these dates be approved pending modification of the ordinance.

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

Voting against: None.

Absent: Beard, Counts.

The motion carried.

6. **Approval of Library Report for December, 2018.**

The Board reviewed the report. The new Heritage Quest and Scholastic Teachables databases are now available for the public to use. Other statistics for the month include:

5712 people visited the library.

4476 materials circulated: 2521 adult, 1687 children's, 196 teen, 581 digital items.

59 new library cards were issued.

18 programs with 371 people attending.

993 computer sessions and 4107 wireless sessions were used.

560 information requests were received.

97 database uses were recorded.

1 incident(s) occurred.

Sally Miller moved and Chris Owens seconded that the report be approved.

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

Voting against: None.

Absent: Beard, Counts.

The motion carried.

7. **Discussion of Library Operations.**

a. **Library Board Meeting Schedule Modification.**

The modification of the regular board meeting schedule mentioned in #5 above was initially approved by City Council on January 8, 2019. It now enters a 14-day period for public comment and will next appear before Council on February 12, 2019. If approved at that meeting, the Library Board will commence meeting every other month beginning with March 13, 2019.

b. **Budgetary Needs for FY19-20.**

- Staffing - fill two frozen FT positions: librarian and clerk.
- Capital – parking lot redesign and repaving; exterior building lighting.
- HVAC – addition of the module necessary to reduce blower speed.
- Lighting Replacement – upgrade collection areas to LED.
- Security Camera System – upgrade DVR, wiring, cameras.
- Teen Area – new shelving.
- Meeting Room – furniture and equipment.

c. **Friends of the Library Events.**

The Friends held a Silent Auction in December. \$600 was raised for the 2019 Summer Reading Program. Many patrons participated and enjoyed bidding on the new, gently used, and collectible items available. Another silent auction may be held in the Spring. Work now begins on the February Book Fair.


8. **Adjourn.**


Sally Miller moved and Bob Scholl seconded that the meeting be adjourned. The next regular meeting is scheduled for February 13, 2019 at 4:30 p.m. in the Library.

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

Voting against: None.

Absent: Beard, Counts.  
The motion carried.  
The meeting adjourned at 5:30 p.m.

  
Robert Chavez, Library Board

  
Cassandra Arnold, Board Secretary