

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

**Voting Members Present:** Robert Chavez, President  
Chris Owens, Vice President  
Veronica Barnhart  
Sally Miller  
Bob Scholl

**Voting Members Absent:** Deborah Beard, Jo Calvani, Heather Counts,  
Bernita Smith-Payne

**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 5:00 p.m. Roll was called and a quorum was determined to be present. The meeting start was delayed to allow Mr. Scholl time to arrive and provide a quorum.
2. **Approval of the Agenda.**  
Sally Miller moved and Bob Scholl seconded that the agenda be approved.  
Voting in favor: Chavez, Owens, Barnhart, Miller, Scholl.  
Voting against: None.  
Absent: Beard, Calvani, Counts, Smith-Payne.  
The motion carried.
3. **Approval of Minutes of January 9, 2019 Meeting.**  
Sally Miller moved and Veronica Barnhart seconded that the minutes be approved as submitted.  
Voting in favor: Chavez, Owens, Barnhart, Miller, Scholl.  
Voting against: None.  
Absent: Beard, Calvani, Counts, Smith-Payne.  
The motion carried.

4. **Approval of Circulation Policy.**

A few changes were made to reflect actual procedures and practices in use, to clarify Temporary library card terms and limits, to simplify loan periods and fines, and to ensure agreement with the recently updated Interlibrary Loan Policy. As the Circulation Policy needs to be responsive to library practices, patron needs, and library software updates, this policy will be reviewed every two years.

Chris Owens moved and Veronica Barnhart seconded that the update to the Circulation Policy be approved.

Voting in favor: Chavez, Owens, Barnhart, Miller, Scholl.

Voting against: None.

Absent: Beard, Calvani, Counts, Smith-Payne.

The motion carried.

5. **Approval of Library Report for January, 2019.**

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

7366 people visited the library.

6679 materials circulated: 2357 adult, 2174 children's, 156 teen, 1267 digital items.

103 new library cards were issued.

11 programs with 200 people attending.

1170 computer sessions and 4843 wireless sessions were used.

748 information requests were received.

631 database uses were recorded.

2 incident(s) occurred.

The format of the monthly report will be changing over the next few months, giving fewer numerical statistics and showing more how the community uses the library resources.

Sally Miller moved and Veronica Barnhart seconded that the report be approved.

Voting in favor: Chavez, Owens, Barnhart, Miller, Scholl.

Voting against: None.

Absent: Beard, Calvani, Counts, Smith-Payne.

The motion carried.

6. **Discussion of Library Operations.**

a. **Friends of the Library Book Fair.**

The Book Fair will be held this weekend at the Living Desert Zoo and Gardens. Volunteer sign-up sheets are at Service Desk. Thanks to Veronica Barnhart for helping publicize the Fair.

b. **New Librarian.**

Corey Bard, previous director of Ruidoso Public Library, was approved last night at City Council to fill the librarian position vacated by Julie Pearson. He will start by Feb 25 if his physical exam and drug screen results are good.

**c. Annual Government Conduct Forms.**

Board members need to fill out and sign these annual forms, declaring other income sources to comply with the NMSA Govt Conduct Act.

**d. Library Board Ordinance Change.**

The City Council unanimously approved the proposed change in the board's meeting schedule from monthly to bimonthly (every other month). There were no public comments either for or against. The meeting in March will be the first one on the new schedule of meeting only in the odd-numbered months of the year.

**7. Adjourn.**

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

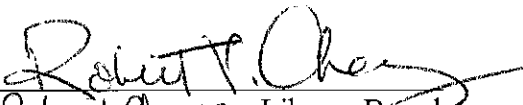
Voting in favor: Chavez, Owens, Barnhart, Miller, Scholl.

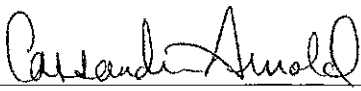
Voting against: None.

Absent: Beard, Calvani, Counts, Smith-Payne.

The motion carried.

The meeting adjourned at 5:42 p.m.

  
Robert Chavez, Library Board

  
Cassandra Arnold, Board Secretary