

**MINUTES**  
**CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**WEDNESDAY, JANUARY 08, 2020**  
**AT 101 S HALAGUENO**  
**4:30 P.M.**

**Voting Members Present:** Robert Chavez, President  
Veronica Barnhart  
Deborah Beard  
Beverly Carrasco  
Mark Howard  
Bernita Smith-Payne (in at 4:40 pm)

**Voting Members Absent:** Chris Owens, Vice President  
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 4:34 p.m. Roll was called and a quorum was determined to be present.

**2. Approval of the Agenda.**

Deborah Beard moved and Veronica Barnhart seconded that the agenda be approved.

Voting in favor: Chavez, Barnhart, Beard, Carrasco, Howard.

Voting against: None.

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

The motion carried.

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

Deborah Beard moved and Veronica Barnhart seconded that the minutes be approved as submitted.

Voting in favor: Chavez, Barnhart, Beard, Carrasco, Howard.

Voting against: None.

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

The motion carried.

4. **Approval of Meeting Dates for 2020.**

The regular meetings for the second Wednesday of every other month, as set forth in the Bylaws, will be scheduled for these dates in 2020: January 8, March 11, May 13, July 8, September 9, and November 11. The November meeting date falls on the Veterans Day holiday and will need to be moved to November 18, the following Wednesday.

Mark Howard moved and Deborah Beard seconded that the proposed meeting dates be approved and the November meeting be moved to November 18, 2020.

Voting in favor: Barnhart, Beard, Carrasco, Howard, Smith-Payne.

Voting against: None.

Absent: Owens, Calvani, Counts.

The motion carried.

5. **Approval of Library Monthly Reports for November and December, 2019.**

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

**November, 2019**

6262 people visited the library.

6229 materials circulated: 3038 adult, 2885 children's, 307 teen, 1089 digital items.

114 new library cards were issued.

26 events with 569 people attending.

978 adult computer sessions, 465 children computer sessions, and 3770 wireless sessions were used.

709 information requests were received.

335 database uses were recorded.

2 incident(s) occurred.

**December, 2019**

7516 people visited the library.

5702 materials circulated: 3045 adult, 2427 children's, 230 teen, 838 digital items.

65 new library cards were issued.

46 events with 564 people attending.

954 adult computer sessions, 355 children computer sessions, and 3925 wireless sessions were used.

691 information requests were received.

152 database uses were recorded.

1 incident(s) occurred.

Bernita Smith-Payne moved and Mark Howard seconded that the report be approved.

Voting in favor: Chavez, Barnhart, Beard, Carrasco, Howard, Smith-Payne.

Voting against: None.

Absent: Owens, Calvani, Counts.

The motion carried.

6. **Discussion of Library Operations.**

a. **Friends of the Library Winter Auction.**

- i. The second annual Winter silent auction was held Dec 3-7 in the library lobby. Fewer people registered to bid than last year, but over \$1000 was raised for library programs and supplies. The Library's 122<sup>nd</sup> birthday was also celebrated, and the huge cake supplied by the Friends was stunning and delicious.

b. **Projects Update.**

- i. Exterior lighting plan is almost complete with quote expected soon.
- ii. Carpet in Children's Library design still in planning stages.
- iii. Security camera system upgrade – library is partnering with museum to obtain new system with hardware & software recommended by City IT dept. They will have the DVR server in their dept. and handle all service.
- iv. Teen area shelving and seating – shelving will be ordered very soon.
- v. New TDS public internet contract – new contract is being reviewed by City legal dept. Will be cheaper and higher speed.
- vi. Restrooms – one new toilet still needs to be installed, hopefully next month.

c. **HAP Phase 3B Promenade Draft Plan.**

- i. See diagram. Still under discussion are placement of benches and seating walls. Parking lot resurfacing/stripping/bumpers will be paid for by the City. Transit stop will be moved to Halagueno St.

d. **Mid-year Budget Review.**

- i. Over 50% spent in Contracts & Professional Fees – General and Books. Others are difficult to tell due to errors, but Uniforms and Training expenses are under 50%. I am attempting to balance and prepare for FY21 budget request.

e. **Other Topics.**

- i. Our sincere condolences go out to Board member Chris Owens and his daughter, Elizabeth, at the loss of their wife and mother, Tiffany Owens.

7. **Adjourn.**

Deborah Beard moved and Veronica Barnhart seconded that the meeting be adjourned. The next regular meeting is scheduled for Wednesday, March 11, 2020 at 4:30 p.m. in the Library.


Voting in favor: Barnhart, Beard, Carrasco, Howard, Smith-Payne.


Voting against: None.

Absent: Owens, Calvani, Counts.

The motion carried.

The meeting adjourned at 5:33 p.m.

  
\_\_\_\_\_  
President, Library Board

  
\_\_\_\_\_  
Cassandra Arnold, Board Secretary  
Sarah Jones