

**MINUTES  
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING  
WEDNESDAY, JUNE 09, 2021  
AT 101 S HALAGUENO  
4:30 P.M.**

**Voting Members Present:** Robert Chavez, President  
Deborah Beard  
Rebecca Cannon  
Beverly Carrasco  
Heather Counts  
Bernita Smith-Payne

**Voting Members Absent:** Chris Owens, Vice President  
Veronica Barnhart  
Mark Howard

**Ex-Officio Members Present:** None

**Ex-Officio Members Absent:** Dale Janway, Mayor  
John Lowe, City Administrator

**Board Secretary Present:** Sarah Jones

**Others Present:** None

**1. Roll Call of Voting Members and Determination of Quorum.**

Board President Robert Chavez called the meeting to order at 4:41 p.m. Roll was called and a quorum was determined to be present.

**2. Approval of the Agenda.**

Deborah Beard moved and Bernita Smith-Payne seconded that the agenda approved as submitted.

Voting in favor: Chavez, Cannon, Counts and Carrasco.

Voting against: None.

Absent: Owens, Barnhart, Howard.

The motion carried.

**3. Approval of Minutes of March 11, 2020 Meeting.**

Deborah Beard moved and Bernita Smith-Payne seconded that the minutes be approved as submitted.

Voting in favor: Chavez, Cannon, Counts and Carrasco.

Voting against: None.

Absent: Owens, Barnhart, Howard.

The motion carried.

4. **Approval of Update to Public Computer Policy.**  
Bernita Smith-Payne requested that under the “user privacy section, item number 2”, the word “user” not be removed from the policy. The policy should read, “2. Patrons should respect the privacy of other library **users**.”  
Rebecca Cannon moved and Bernita Smith-Payne seconded that the Public Computer Policy be approved with revisions to user privacy section.  
Voting in favor: Chavez, Beard, Counts, and Carrasco.  
Voting against: None.  
Absent: Owens, Barnhart, Howard.  
The motion carried.
5. **Approval of New Homebound Delivery Policy.**  
Heather Counts moved and Deborah Beard seconded that the Homebound delivery policy be approved as submitted.  
Voting in favor: Chavez, Cannon, Carrasco, and Smith-Payne.  
Voting against: None.  
Absent: Owens, Barnhart, Howard.  
The motion carried.
6. **Approval of Update to Mission Statement.**  
The following changes to the Mission statement were suggested; **Curiosity** under core values should be changed from “create environments that support learning and growth which will help foster a culture of exploration, innovation, and forward thinking”, to “create environments that support learning and growth which fosters a culture of exploration, innovation, and forward thinking”. **Literacy** should be changed from “help people make their lives better by providing them the tools and resources to successfully navigate the world”, to “enrich people’s lives by providing them the tools and resources to successfully navigate the world”. **Teamwork** should be changed from “create a respectful environment for patrons and staff by communicating, and being positive”, to “create a respectful environment for patrons and staff through positive communication”. **Accountability** should be changed from “lead with honesty and integrity, and protect privacy by using resources responsibly, fairly and transparently”, to “lead with honesty and integrity, while protecting patron’s privacy by using resources responsibly, equitably and transparently.”  
Bernita Smith-Payne moved and Rebecca Cannon seconded that the mission statement be approved with the discussed revisions.  
Voting in favor: Chavez, Counts, Carrasco, and Smith-Payne.  
Voting against: None.  
Absent: Owens, Barnhart, Howard.  
The motion carried.
7. **Approval of Update to Strategic Plan.**  
The board reviewed the strategic plan and the only change requested was that the library core values included in the plan be updated to reflect the changes made as stated above. Deborah Beard moved and Rebecca Cannon seconded that the strategic plan be approved with revisions to the core values.



Voting in favor: Chavez, Barnhart, Carrasco, and Smith-Payne.  
Voting against: None.  
Absent: Owens, Barnhart, Howard..  
The motion carried.

8. **Approval of Deletion of Volunteer/Community Service Policy.**

Bernita Smith-Payne moved and Deborah Beard seconded that the volunteer and community service policies be deleted from library policies.

Voting in favor: Chavez, Cannon, Carrasco, and Counts.

Voting against: None.

Absent: Owens, Barnhart, Howard.

The motion carried.

9. **Approval of Library Monthly Reports for March, April, May, and June 2020 and 2021 .**

Heather Counts moved and Bernita Smith-Payne seconded that the reports be approved as submitted.

Voting in favor: Chavez, Carrasco, Cannon, and Deborah Beard.

Voting against: None.

Absent: Owens, Barnhart, Howard.

The motion carried.

10. **Discussion of Library Operations.**

**a) Library Updates**

- i. Facility Updates: New carpet was install in the children's department along with all staff areas. Lighting Upgrades: Outside upgrades are complete. All indoor lights have been converted to LED lamps. All staff areas have been painted. Three new cameras were installed to cover the roof and back parking area.
- ii. Rebranding: New logo was designed and our website was updated to reflect those changes. The rebranding campaign was launched in 2020 to change the public's perspective on the library from a book source to an important information community center.

**b) Staffing**

- i. Two open positions: Assistant Director and Part-time Librarian. Part-time librarian position will be open soon to starting hiring. The Assistant Director position will be reevaluated in a few months if the GRTs are higher than this position will be opened to hire.

**c) Future Focus**

- ii. Grow and expand the library services including outside the building. Become a strong community partner.
- iii. Look into building a new library.

11. **Adjourn.**

Heather Counts moved and Rebecca Cannon seconded that the meeting be adjourned. The next regular meeting is scheduled for Wednesday, July 14, 2021 at 4:30 p.m. in the Library.

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

Voting against: None.

Absent: Owens, Barnhart, Howard.

The motion carried.

The meeting adjourned at 6:00 p.m.

  
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member, Library Board

  
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Sarah Jones, Board Secretary