

**MINUTES  
CARLSBAD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 08, 2021  
AT 101 S HALAGUENO  
4:30 P.M.**

**Voting Members Present:** Deborah Beard  
Heather Counts  
Mark Howard  
Misty Price  
Bernita Smith-Payne

**Voting Members Absent:** Robert Chavez, President  
Chris Owens, Vice President  
Veronica Barnhart  
Allie Cooper

**Ex-Officio Members Present:** None

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

**Board Secretary Present:** Sarah Jones

**Others Present:** Kat Davis  
Julia Heaton

1. **Roll Call of Voting Members and Determination of Quorum.**  
Sarah Jones called the meeting to order at 4:35 p.m. Roll was called and a quorum was determined to be present.
2. **Approval of the Agenda.**  
Deborah Beard moved and Heather Counts seconded that the agenda be approved as submitted.  
Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne.  
Voting against: None.  
Absent: Chavez, Owens, Barnhart, Cooper.  
The motion carried.
3. **Approval of Minutes of June 9, 2021 Meeting.**  
Deborah Beard moved and Bernita Smith-Payne seconded that the minutes be approved as submitted.  
Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne.  
Voting against: None.  
Absent: Chavez, Owens, Barnhart, Cooper.  
The motion carried.

4. **Election of Board Officers for FY 2021-2022.**

The board agreed to have Robert Chavez remain as President, and Deborah Beard nominated herself as Vice President.

Bernita Smith-Payne moved and Heather Counts seconded that Robert Chavez would be President and Deborah Beard would be Vice President for FY 2021-2022.

Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne..

Voting against: None.

Absent: Chavez, Owens, Barnhart, Cooper.

The motion carried.

5. **Approval of Exam Proctoring Policy.**

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

Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne..

Voting against: None.

Absent: Chavez, Owens, Barnhart, Cooper..

The motion carried.

6. **Approval of Phone Use Policy.**

Deborah Beard moved and Heather Counts seconded that the Phone Use policy be approved as submitted.

Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne.

Voting against: None.

Absent: Chavez, Owens, Barnhart, Cooper..

The motion carried.

7. **Approval of Library Monthly Reports for June, July and August 2021.**

Mark Howard moved and Deborah Beard seconded that the reports be approved as submitted.

Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne.

Voting against: None.

Absent: Chavez, Owens, Barnhart, Cooper.

The motion carried.

8. **Open Discussion of Library Operations.**

A) **Library Updates**

- The Library received \$20,000 in lodgers' tax funding to advertise programs this year.
- Library staff are planning big programs.
- Library staff hope to bring in people from surrounding communities.
- Library staff are starting a STEM club.
- Library staff are working with more community organizations.

B) **Staffing**

- Laura Hughes was approved for hire. She will replace Elizabeth Thomas as a part time Information Specialist. Laura worked for Carlsbad Public Library for many years. We are excited to welcome her back.

- Joe Rodriguez put in his resignation effective July 31<sup>st</sup>. Rebecca Cannon was approved for hire to replace Joe.
- Alexis Ramirez was promoted from library page to library clerk to replace Sabrina Acosta who transferred to the Police Department.
- We hope to fill Alexis' position for a page as soon as possible.
- The Assistant Director position is still on hold until Gross Receipt Taxes improve.

**C) FY 21-22**

- Our budget is the same as last year. There are no increases or decreases.
- The meeting room was not funded.
- The library received a donation of \$1,200.00 from Edgewater for STEM needs.
- We will be applying for grants for STEM, Oral History, and Technology funding.

**D) Portals**

- Julia Heaton requested to paint the library portals white. Julia stated this will reflect the light and make the areas safer; they would all be painted at once. She also requested that the portals next to the Museum Hall of Fame have gates added on both ends. These gates would prevent transients from staying there and add extra storage for the Museum. Lastly, she requested that the wall outside the Hall of Fame be redone. The old windows that were covered can still be seen. She would like the wall to be redone or find an artist who can add a mural of a window to cover it. Painting of the portals would be the first priority, then the gates, and the window painting last. Julia stated the library would not have to fund any of these projects.

Deborah Beard moved and Mark Howard seconded that these requests be completed as long as the funds used to complete them were not from the library budget and that after the painting is complete a graffiti protection be added on top to easily remove any graffiti that might occur.

Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne.

Voting against: None.

Absent: Chavez, Owens, Barnhart, Cooper.

**9. Adjourn.**

Deborah Beard moved and Bernita Smith-Payne seconded that the meeting adjourn. The next regular meeting is scheduled for Wednesday, November 10, 2021 at 4:30 p.m. in the Library

Voting in favor: Beard, Counts, Howard, Price, and Smith-Payne.

Voting against: None.

Absent: Chavez, Owens, Barnhart, Cooper.

The motion carried and the meeting adjourned at 5:25 p.m.

  
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 Robert Chavez, Library Board President

  
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 Sarah Jones, Board Secretary