

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
WEDNESDAY, MAY 14, 2014
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
4:00 PM**

Trustees Present	Robert Chavez	President
	Sally Miller	Vice President
	Vickie Davis	Member
	Tom Langowski	Member
	Kyle Marksteiner	Member
	Chris Owens	Member
	Bob Scholl	Member
	Bernita Smith-Payne	Member
	Muriel Gossage Streib	Member
Trustees Absent	None	
Ex-Officio	Dale Janway	Mayor
Members Absent	Steve McCutcheon	City Administrator
Acting Secretary	Sybil Walterscheid	Assistant Library Director
Others Present	None	

1. Roll Call and Determination of Quorum.

Roll was called by the Acting Secretary. Board President Robert Chavez determined a quorum was present, and called the meeting to order at 4:06 p.m.

2. Consider Approval of Agenda.

Bob Scholl moved and Sally Miller seconded that the Agenda be approved.

Voting in favor: Davis, Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: None.

The motion carried.

3. Consider Approval of Minutes of April 9, 2014.

Kyle Marksteiner moved and Bob Scholl seconded that the minutes be approved as submitted.

Voting in favor: Davis, Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: None.

The motion carried.

4. **Consider Approval of Updated Safe Child Policy.**

The Board reviewed and discussed the updated policy provisions. Vickie Davis moved and Muriel Gossage Streib seconded that the policy be approved as submitted.

Voting in favor: Davis, Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: None.

The motion carried.

5. **Update on Halagueño Arts Park Phase 2 Construction and New Library HVAC System Installation.**

Sybil Walterscheid presented a report by Cassandra Arnold on the above topics:

1) The contract with Wooten Construction of Las Cruces is in process for the Park renovation and is estimated to break ground June 1, 2014. Construction will block off all the south portion of the park and some areas north of the main sidewalk for the entrance fountain installation.

2) A pre-construction meeting regarding the HVAC installation was held on May 1, 2014, with representatives from Durham Architects, Enoch Mechanical, the City, the Library, and the Museum present. Only the chiller portion of the system will be replaced, leaving the boiler and the building's ductwork for future projects. Equipment and supplies are expected to be ordered around the first of June. Due to a 4-8 week lead time for the components to arrive, the installation is not expected to begin until the end of July, at the height of the summer heat. A downtime of 2-3 weeks without air conditioning is expected, along with periods of electrical outage for the entire building complex. The contractor will be notified of the timetable of public summer events scheduled at the library and the museum, in an effort to keep disruptions to the minimum possible.

No Board action was needed on this agenda item.

6. **Review of Director's Report for April, 2014.**

The Board reviewed the report. Some selected statistics for the month include:

10,088 people visited the library

6,622 materials circulated this month, including 3,163 children's and 369 teen items

227 new library cards were issued

596 people attended library programs

18 meetings were held in the Annex

1,836 computer sessions were used

750 information requests were received

450 database uses were recorded

Library News for April, 2014 is attached.

7. **Open Discussion of Library Operations.**

Muriel Gossage Streib reported problems with too many holds on the new bestseller titles in eBook format on the New Mexico Library To Go consortium site. She suggested monitoring the holds and purchasing additional copies when needed. The Director will follow up on this when she returns.

8. **Adjourn.**

Kyle Marksteiner moved and Bob Scholl seconded that the meeting be adjourned.

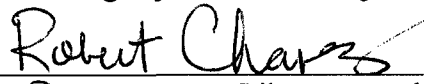
Voting in favor: Davis, Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

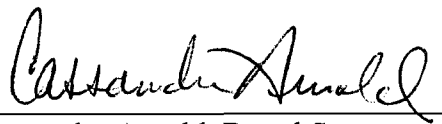
Absent: None.

The motion carried.

The meeting adjourned at 4:50 p.m.



President, Library Board



Cassandra Arnold, Board Secretary

Attachment: Library News – April, 2014

- CPL celebrated National Library Week in April by offering free replacement library cards to all patrons. The fee is normally \$5.00 to replace a lost card.
- Summer Reading Program “Fizz, Boom, Read!”, a science themed program, is ready to go, and will hold a Registration Day on May 28th. The program will run June 2 – July 30, 2014. Over 800 area children and teens are expected to participate.
- Two incidents occurred this month: evidence of a small fire (burned sticks, ashes, blackened concrete) was discovered under the Annex portico by staff. The police were notified and extra nighttime patrols were requested. Patron Ira Craig Scott received a Criminal Trespass Warning for repeated disruptive behavior.
- The Library Director attended the April MainStreet meeting, where a new MS newsletter design was previewed; the Business Professionals of America Annual Banquet, to celebrate BPA students from CHS; and the NMSU Community Stakeholders Dinner, to explore partnership programs between the Library and the college.
- Two Technology classes were offered in April: Intro to the Internet and Intro to eMail, and 11 persons attended.
- In preparation for Get Caught Reading! Month in May, Tech Librarian Samantha Villa and Library Clerk Sabrina Acosta have been taking photos around town of people reading and enjoying books in all formats. The photos will be used to create posters for display around the library, and a calendar featuring the photos will be printed and offered for sale by the Friends of the Library.
- A Get Caught Reading photo contest is also being held, in which patrons may submit their own photos. The winner of the contest, and a number of Honorable Mentions, will have their photos turned into posters for display in the library.
- Many of the Library’s digital eBooks originally purchased from Baker & Taylor for the Axis 360 platform, approximately 283 titles, will be transferred to the Recorded Books OneClickDigital platform, which is much more preferred by patrons, on May 1, 2014. Other titles may follow as additional B&T publishers establish digital content contracts with Recorded Books.