Approved: 3-17-10

ITEM #3

MINUTES

MEETING OF:	**LIBRARY BOARD OF TRUSTEES**
DATE OF MEETING:	**Wednesday, February 17, 2010**
PLACE OF MEETING:	**Library Board Room, 1775 Dove Lane, Carlsbad, CA**

CALL TO ORDER:

Chair Marie Bradley called the meeting to order at 3:59 p.m.

ROLL CALL:

Present:	Library Board Trustees Benson, Bradley, Hulsart, Lignante and Swette
Absent:	None
Staff Present:	Heather Pizzuto, Library Director Dave Curtis, Deputy Library Director Suzanne Smithson, Deputy Library Director Callie Ahrens, Principal Librarian Cheryl Mast, Library Management Analyst Jessica Padilla Bowen, Library Community Coordinator Devin Castel, Library Business Systems Specialist

APPROVAL OF MINUTES:
On a motion by Trustees Benson/Hulsart the minutes of the November 18, 2009 meeting were approved as submitted.

MONTHLY LIBRARY REPORTS:
Trustee Bradley asked about enrollment in the computer classes at the Learning Center (taught in Spanish) and Principal Librarian Ahrens responded that the classes were full at each session and that the Learning Center maintains a wait-list for openings in the classes.

Trustee Hulsart asked for information on the number of patrons who have signed up to receive the e-newsletter and Community Coordinator Padilla Bowen replied that currently there are 1300 individuals signed up.

Trustee Hulsart asked when the downloadable audio books would be available and Library Director Pizzuto responded that the Library experienced some difficulties with the interface on the website but anticipate the issues will be resolved in time for roll-out sometime this spring.

Trustee Swette asked for a demonstration of the process for the downloadable audio books and Library Director Pizzuto responded that staff will provide that at a future meeting.

Trustee Lignante commented that the November statistics overall were lower than the month before and Library Director Pizzuto explained that library usage in October is usually high as school is in full-gear and November usage statistics are usually lower due to the number of holidays and reduced open hours.

Trustee Benson requested additional information on the technology challenges mentioned in the monthly report and Business Systems Specialist Castel responded that a virus had infected the public computers at Cole and one at the Learning Center. Previously he and the IT staff were unable to locate and identify the virus and therefore were undertaking the very labor-intensive process of reimaging and rebuilding each of the infected PC's. The recent attack on the PC at the Learning Center provided more information and IT has a utility that may wipe out the virus without having to reimage/rebuild the machines.

Trustee Swette asked for more information on the Adult Learner Institute and Principal Librarian Ahrens explained that the institute is held each year, this being the third year Carlsbad has hosted it, draws attendees from San Diego and Imperial Counties and is both attended and facilitated by the learners.

Trustee Swette asked if the Board could receive a report on a future agenda on all the various out-reach programs in which the Library takes part.

Trustee Bradley requested additional information about the State Library's Persistence Program and Principal Librarian Ahrens responded that the program is a new one for the State Library to focus on retention of learners in literacy programs. She added that the Library's literacy program has already been working on developing new methods of assessment and retention. The purpose of the summit meeting held in Sacramento was to connect various programs that will develop methods and share techniques that are successful in increasing retention.

QUARTERLY TECHNOLOGY REPORT:

Business Systems Specialist (BSS) Devin Castel provided a PowerPoint presentation dealing specifically with computer sessions and utilization over the last quarter, explaining that information on the website hits is not available as the tools to capture that information on the new website are not fully operational.

BSS Castel pointed out that the numbers were down for October through December, 2009 as compared to July through September 2009. He referenced the previous discussion when the Board was examining the monthly statistics report and the impact of the November and December holidays. For a better comparison, he decided to pull the statistics from October

through December of 2008 which revealed a 2% increase in the number of sessions and a 33% increase in overall utilization. Library Director Pizzuto added that the increased usage and utilization is consistent with the overall increase in use of Library services, a trend primarily attributed to the current economy.

The Board discussed the wear and tear on the equipment, the replacement schedule and the feasibility of adding computers or re-purposing some of the existing ones.

Library Director Pizzuto explained that the City's IT Department sets the replacement schedule for the equipment and the Library has already re-purposed several machines at the Dove Lane location. In addition, since the Cole Library's infrastructure cannot support any additional computers, the Library is launching a pilot program for loaner netbooks which can be checked out for use in the building and utilizes the wireless network.

Trustee Bradley asked about funding from the Gates Foundation and Library Director Pizzuto responded that this Library probably would not compete successfully with other libraries applying for those funds, mostly from smaller communities with far fewer resources.

Trustee Hulsart asked if it was appropriate to redirect patrons waiting for computers at Cole to the Library Learning Center and Library Director Pizzuto responded that staff currently does so, but the availability of those computers is limited by the hours the Learning Center is open.

PERFORMANCE MEASURES:

Library Director Pizzuto reminded the Board that annually the Library contributes to the City's State of Effectiveness Report which is published and available on the City's website. The Library has typically had three or four performance measures that are contained in that report and the Library has not made any significant changes in the performance measures in the past few years. She added that the City's Growth Management Report which was previously included in the State of Effectiveness Report has been pulled out and is a stand-alone report this year.

Trustee Benson asked if the Library could increase its ranking in the State based on attendance, and Management Analyst Mast reminded the Board that the Library has had continuing issues with the accuracy of the door counters but that with the installation of the new ones, we should have reliable numbers for next year.

Library Director Pizzuto explained that the Library is looking for a different measure to replace the state ranking as there is no standardized method of comparison, no benchmarking system that works across the State of California, because libraries in the State are organized in such a diverse manner. There are county libraries, city libraries, large communities, rural communities, with differences in governance and funding. Smaller states with libraries that are more similarly structured and funded find it much easier to compare their services.

STRATEGIC DIRECTIONS & INITIATIVES FOR 2010:

Library Director Pizzuto reminded the Board that at a previous meeting she had asked for their input on the Strategic Directions and any adjustments that they felt were advisable. The input from the Board was taken back to the staff and with their input as well, the Library made some adjustments to the language of some of the Directions, to make them more precise or focused.

She added that the staff is now working on initiatives for next year which will identify the work related to those directions, and those Strategic Initiatives will be brought back to the Board once determined.

BUDGET FOR FY2010-11:

Management Analyst Mast reported that the Library had been advised that the budget allocation for next year will be flat, no increases or decreases from the current year; however, there are some impacts. There was a previously negotiated salary increase for general employees which must be absorbed and the Library would like to fund a position that was unfunded in last year's budget.

Trustee Swette asked if there were plans to reduce the materials budget for next year and Library Director Pizzuto responded that it is too early to know for sure, but there are two areas of the budget in which the Library can absorb the increases and those are materials and personnel. She added that the budget will be brought back to the board once it is prepared for submittal.

Trustee Swette asked about capital improvement and Library Director Pizzuto responded that the Library has no plans for any large capital purchases or improvements in the next fiscal year.

CALTAC MEMBERSHIP:

Library Director Pizzuto advised that the dues for CALTAC had been paid for the coming year to ensure that their Honor Board status was retained.

Trustee Bradley reminded the Board that she had suggested that they each pay their own dues in view of the current economy and made a formal motion that the Trustees reimburse the Library for the CALTAC membership. Trustee Swette seconded her motion but after discussion, the motion was unanimously defeated by proper vote.

Trustee Bradley then moved that the Trustees could make a voluntary donation to the Friends of the Library equal to the CALTAC dues and it was seconded by Trustee Lignante. By proper vote, the motion carried unanimously.

Library Director Pizzuto reminded the Board that registrations for the March workshop were submitted for her and Trustee Bradley but that registration is available the day of the workshop if any of the other Trustees wished to attend.

Trustee Swette mentioned that he had held a CALTAC Board position at one time and that the organization is always looking for Board members.

DIRECTOR'S REPORT:

Library Director Pizzuto advised the Board that last fall the City provided an opportunity for individuals to consider retirement from the City with the option of some additional credit time and two of our staff members expressed their interest in taking advantage of the offer. Before their requests could be accepted, the Library had to make a determination if it could accommodate the retirements as they would result in a reduction in staff. The Library was able to approve their requests and Librarian Mary Sasso and Library Assistant Anita Stafford both retired in December.

The net result of the two retirements was a reduction in full time equivalent employees (FTE) by .75 and a redeployment of FTE which allowed the Library to hire a current part time employee, Stacy Wile, as a full time Business Systems Associate to support Library Technology. The other action the Library was able to take was to increase the status of the Community Outreach Supervisor Carrie Scott from three-quarter time to full time.

Other staffing news included the promotion of Librarian Leila Dooley to the Sr. Librarian position in charge of the Cole Reference Division, creating a vacancy at the Dove Lane facility. The internal recruitment for the Librarian I/II position opened today.

Library Director Pizzuto also shared with the Board information on the City's realignment in its effort to reduce the City's overall staffing and to respond to the changing needs of the community now that the City approaches build-out. She added that the realignment does not significantly impact the Library & Arts but that her role as the Director has changed to include her membership as part of the City's Leadership team, dealing with the overall governance of the City.

Library Director Pizzuto reported earlier that the downloadable audio books are on hold at present, but the Board will be provided a demonstration as soon as the issues with the website interface have been resolved.

Also under the heading of technology, she reported that the Library continues to work on the implementation of debit/credit card payment options at the self-check stations; the latest RFID improvement. Spring is the target for introducing the debit/credit option to the patrons which will allow them to check out DVDs at the self-check, as well as pay fines. Currently debit/credit

payment is only available at a staffed station, requiring all patrons borrowing videos to check out there because of the required insurance fee.

Library Director Pizzuto advised that the Library has removed from the collection all video (VHS) and audio cassettes for a couple of reasons: the collection was old and replacement items were no longer available for purchase; interest in the collection had increasingly declined.

She also reported that the non-fiction DVDs which had been filed in with the non-fiction print collection for awhile have now been relocated to a nearby but separate location.

Library Director Pizzuto advised the Board that a patron at the Library Learning Center had challenged the Library policy requiring shoes. The Library again submitted the patron conduct policy containing this requirement to the City Attorney's office for review and was informed that the policy is non-discriminatory; therefore the policy remains unchanged.

In response to a question from Trustee Hulsart, Library Director Pizzuto advised that the work out in front of the Dove location to eliminate the curb at the entry is underway with an estimated completion in mid-April.

In response to a question from Trustee Swette for information on Carlsbad Reads Together, Community Coordinator Padilla Bowen responded that the negotiations with author Thomas Steinbeck, son of John Steinbeck, have been concluded and he is scheduled for a program on April 24th at 2:00 p.m. She added that the Board will receive information on all the related programs and events at their next regular meeting.

FOUNDATION REPORT:

Library Board Liaison to the Foundation, Trustee Hulsart, reported the selection of Neil Black as the new President and the Foundation has hired a new part-time Executive Coordinator. Also discussed at their last meeting were their scheduled retreat and a joint coffee with the board members of the Friends of the Library.

Trustee Swette asked for an update on the capital campaign and Library Director Pizzuto responded that the Foundation presented the City with $100,000 in 2009. Trustee Swette was also interested in the results of the Foundation's outreach plan to show the DVD on the Learning Center in private homes to gather community support.

FRIENDS OF THE LIBRARY REPORT:

Trustee Hulsart, also reporting for the Friends Board, announced the plans for a book sale May 1st at the Cole Library location, adding that the holiday boutique was very successful. There is a general meeting at the Cole Library tomorrow where they will vote on some by-law revisions.

NSDC GENEALOGICAL SOCIETY:

Phyllis Johnson was present to report on the Society's programs for the past month and highlighted the Spring Seminar scheduled for March 27th. She also reported that the beginner and refresher genealogy research classes will resume next month.

LIBRARY BOARD COMMENTS:

Trustee Lignante asked if the Foundation still had any seat plaques available for purchase in the Ruby B. Schulman Auditorium and Trustee Hulsart responded that she would check and report back to him at the next meeting.

PUBLIC COMMENT:

None present.

ADJOURNMENT:

By proper motion, (Lignante/Hulsart) the meeting was adjourned at 5:36 p.m.

Cissie Sexton

Cissie Sexton
Administrative Secretary