

Approved: 1-23-19^{mv}



LIBRARY BOARD OF TRUSTEES

ITEM #3

Minutes

MEETING OF: LIBRARY BOARD OF TRUSTEES MEETING
DATE OF MEETING: Wednesday, Dec. 19, 2018
PLACE OF MEETING: Library Learning Center - Room 14
3368 Eureka Place, Carlsbad, CA 92008

CALL TO ORDER:

Chair DeForest called the meeting to order at 5:00 p.m.

ROLL CALL:

Present: Trustees DeForest, Hulsart, Larson, Parsons and Pearson
Absent: None

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Suzanne Smithson, Deputy Library Director
Diane Bednarski, Deputy Library Director
Fiona Everett, Senior Management Analyst
Viktor Sjöberg, Principal Librarian
Debbie Jo McCool, Associate Analyst
Megan VanZandt, Senior Office Specialist

APPROVAL OF MINUTES:

By proper motion, the minutes of the Library Board of Trustees special meeting of Nov. 28, 2018 were approved. Approved 5-0-0-0.

PUBLIC COMMENTS:

None.

MONTHLY LIBRARY REPORTS:

The board received the monthly library report for November 2018.

STAFF TRAINING AND DEVELOPMENT PROGRAM OVERVIEW:

Training Coordinator Emily Bruce provided the board with an overview of the department's training and development program, and the training coordinator's role in hiring part time staff, coordinating and developing relevant and useful staff training and planning staff development opportunities.

TALENT DEVELOPMENT AND SUCCESSION PLANNING INITIATIVE UPDATE:

Director Heather Pizzuto provided the board with an update on completed activities, the current focus and future goals regarding the department's work with The Centre for Organization Effectiveness on talent development and succession planning.

DIRECTOR'S REPORT:

Director Pizzuto briefed the board on a variety of topics: progress on the Café; information on Museum Month; city attorney direction regarding boards and commissions work plans; the final printed copy of the Arts & Culture Master Plan (distributed to Trustees in this meeting); and upcoming holiday hours and closures.

FOUNDATION REPORT:

Representative Larson advised the Foundation is working toward conducting a financial audit to facilitate future grant pursuit. Also, next year's "Night at the Library" gala has been set for Sept. 21 and there will be a spring event sometime in May to formally announce and market the gala.

FRIENDS OF THE LIBRARY REPORT:

Representative Hulsart advised the Holiday Boutique was a success and the Friend's Bookstores will be closed from Dec. 22 to Jan. 2 for the holidays.

NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT:

Board Liaison Sue Madsen summarized recent and upcoming programs and events.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:

None.

ADJOURNMENT:

By proper motion (Hulsart/Parsons) and vote the meeting was adjourned at 5:59 p.m.

Respectfully submitted,



Megan VanZandt,
Senior Office Specialist