



LIBRARY BOARD OF TRUSTEES

Minutes

Approved: 2-27-19^{mv}

ITEM #3

MEETING OF: LIBRARY BOARD OF TRUSTEES MEETING
DATE OF MEETING: Wednesday, Jan. 23, 2019
PLACE OF MEETING: City Council Chamber
1200 Carlsbad Village Drive, 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 meeting of Dec. 19, 2018 were approved. Approved 5-0-0-0.

PUBLIC COMMENTS:

None.

MONTHLY LIBRARY REPORTS:

The board received the monthly library report for December 2018.

SECURITY & PATRON PRIVACY PRACTICES:

Library & Cultural Arts Director Heather Pizzuto provided the board with an overview of the department's security and patron privacy practices, advised the board of the library's commitment to providing a safe and welcoming environment, and reviewed security practices including staff training, environmental security and crime prevention through environmental design. Privacy laws, policies and the roles and responsibilities of the Library Board and cross-departmental administrative oversight were also presented.

FY 2019-20 BUDGET POLICIES AND TIMELINES:

Senior Management Analyst Fiona Everett provided the board with information on the FY 2019-20 budget policies and timelines.

SEMI-ANNUAL LIBRARY DONATION REPORT:

Director Pizzuto briefed the board on donations received for the period of July to December 2018.

On a minute motion by Trustee Parsons, seconded by Trustee Pearson, the Board directed staff to return with a future agenda item to discuss the Falkenstein Estate gift.

CAFÉ UPDATE:

Senior Management Everett provided the board with an update on the Carlsbad City Library café space.

DIRECTOR'S REPORT:

Director Pizzuto reminded the board of the City Attorney's Dec. 18 memo advising boards and commissions to submit an annual work plan and stated this would be a prioritized item for upcoming board discussion and action. She also advised the board of changes to meeting agendas and packets, reflecting the implementation of uniform policies and procedures related to boards and commissions as referenced in the City Attorney's memo.

FOUNDATION REPORT:

Representative Larson advised the Foundation has established the level of endowment funding available for the department's use during FY 2019-20 and planning for the upcoming "Night at the Library" gala on Sept. 21.

FRIENDS OF THE LIBRARY REPORT:

Representative Hulsart thanked staff and advised that this year's Holiday Boutique was the most successful yet.

NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT:

Board Liaison Sue Madsen summarized recent and upcoming programs and events. Membership was reported at 227 members currently.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:

None.

ADJOURNMENT:

By proper motion (Hulsart/Parsons) and vote the meeting was adjourned at 6:22 p.m.

Respectfully submitted,



Megan VanZandt,
Senior Office Specialist