



**LIBRARY BOARD OF TRUSTEES**

# Minutes

**MEETING OF:** LIBRARY BOARD OF TRUSTEES MEETING  
**DATE OF MEETING:** Wednesday December 9, 2020  
**PLACE OF MEETING:** Teleconference

**CALL TO ORDER:** 4:07 p.m.

**ROLL CALL:** Trustees DeForest, Hulsart, Larson and McBride (Parsons - Absent)

**STAFF PRESENT:** Suzanne Smithson, Library & Cultural Arts Director  
Sheila Crosby, Interim Deputy Library Director  
Sarah Dana, Interim Deputy Library Director  
Carrie Scott, Interim Principal Librarian  
Fiona Everett, Senior Management Analyst  
Debbie Jo McCool, Associate Analyst  
Jennifer Davidson, Senior Office Specialist

**APPROVAL OF MINUTES:**

Minutes of the Library Board of Trustees meeting held September 23, 2020.

Motion by Trustee Hulsart, seconded by Trustee McBride, to approve the Minutes of the meeting held on September 23, 2020 as presented. Motion carried, 3/0/1/1 (Parsons – Absent, DeForest – Abstain).

Minutes of the Library Board of Trustees meeting held October 28, 2020.

Motion by Trustee DeForest, seconded by Trustee Hulsart, to approve the Minutes of the meeting held on October 28, 2020 as presented. Motion carried, 3/0/1/1 (Parsons – Absent, McBride – Abstain).

**PUBLIC COMMENTS:** None.

**MONTHLY LIBRARY REPORTS:** The board received the monthly library report for October 2020.

**LIBRARY SERVICES DURING COVID-19:** The board received an update and presentation from Library & Cultural Arts Director Suzanne Smithson and Deputy Library Director Sheila Crosby on library services during COVID-19 including the state’s revised restrictions; call in curbside service launched Dec. 1; virtual programs; extension of due dates; online payments of fines and fees; and a preview of upcoming events and programs.

**2021 LIBRARY BOARD OF TRUSTEES MEETING SCHEDULE:** The Library Board of Trustees approved the meeting schedule for 2021. Motion by Trustee Hulsart, seconded by Trustee McBride, to approve the 2021 Library Board of Trustees Meeting Schedule. Motion carried, 4/0/1/0 (Parsons – Absent).

**MONTHLY REPORTS DISCUSSION:** The board participated in a discussion with Deputy Library Director Sheila Crosby and Senior Management Analyst Fiona Everett about future monthly report content.

**DIRECTOR'S REPORT:** Director Smithson updated the board on a variety of topics: update on Deputy Library Director positions and assignments; recruitment currently open for Principal Librarian position; upcoming recruitment for Community Relations Manager and Senior Librarian for Children's Services; the city's virtual holiday breakfast and service recognition awards for department staff; extension of library material due dates; turnover of library materials; updated library website set to launch in early 2022; service and computer desk reconfigurations at Georgina Cole Library; completed partnership with Registrar of Voters collecting almost thirty five thousand ballots from the community; California State Library report submitted; resumption of 2021 division presentations; and an update on east parking lot construction at Carlsbad City Library on Dove Lane.

**FOUNDATION REPORT:** Representative McBride reported the Foundation is continuing to make efforts to keep the foundation's name visible and recognized with a new brochure, sponsoring the ukulele program and microfiber cloths with the foundation's logo for library computer users. Director Smithson shared that the Foundation's new brochure was also handed out with library materials.

**FRIENDS OF THE LIBRARY REPORT:** Representative Hulsart shared that the Carlsbad Friends of the Library are extending memberships through the next year. The Friends of the Library donated five hundred dollars each in the names of departing staff, Senior Librarian Barbara Chung who is retiring Feb. 1 and Community Relations Manager Jessica Padilla-Bowen in honor of their contributions to the library.

**NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT:** Board Liaison Mary Millet updated the board on a variety of topics: NSDCGS holiday celebration; installed new officers; all NSDCGS activities will be done virtually through June 2021; registrations begin in January for the Spring seminar; and appreciation to the Georgina Cole Library genealogical division.

**LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:** The Trustees offered their gratitude to staff for the various ways they continue to support the community.

