



LIBRARY BOARD OF TRUSTEES

Agenda

Library Board of Trustees Special Meeting Monday, June 8, 2020 at 4 P.M.

Per State of California Executive Order N-29-20 in the interest of public health and safety, we are temporarily taking actions to prevent and mitigate the effects of the COVID-19 pandemic by holding Library Board of Trustees meetings electronically or by teleconferencing.

Library Board of Trustees meeting can be watched via livestream or replayed on the city website at <http://www.carlsbadca.gov>. You can participate in the meeting by emailing your comments to the Minutes Clerk at jennifer.davidson@carlsbadca.gov prior to commencement of the agenda item. Your comment will be transmitted to the Library Board of Trustees at the start of the agenda item. If you desire to have your comment read into the record at the Library Board of Trustees meeting, please indicate so in the first line of your e-mail and limit your e-mail to 500 words or less.

1. Call to order
2. Roll call
3. Approval of the minutes of meeting held May 27, 2020 (action)
4. Public Comment
5. Library Services in the COVID-19 period
6. Proposed FY 2020-21 Budget (action)
7. Director's report
8. Library Board comments/announcements
9. Adjournment (action)

NOTICE TO THE PUBLIC: All persons requiring assistance or auxiliary aids to effectively participate may contact Minutes Clerk at jennifer.davidson@carlsbadca.gov at least 24 hours prior to the meeting to arrange for reasonable accommodations. *The Library Board of Trustees Meetings are generally adjourned by 5:30 p.m. – any items remaining on the agenda at that time may be carried over to the next meeting with the approval of the majority of the Board.*



LIBRARY BOARD OF TRUSTEES

Minutes

ITEM #3

MEETING OF: LIBRARY BOARD OF TRUSTEES MEETING
DATE OF MEETING: Wednesday, May 27, 2020
PLACE OF MEETING: Teleconference

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Trustees DeForest, Hulsart, Larson, McBride and Parsons

STAFF PRESENT: Heather Pizzuto, Library & Cultural Arts Director
Suzanne Smithson, Deputy Library Director
Sheila Crosby, Interim Deputy Library Director
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 on April 22, 2020.

Motion by Trustee DeForest, seconded by Vice Chair Hulsart, to approve the Minutes of the meeting held on April 22, 2020 as presented. Motion carried, 4/0/0/1 (McBride-Abstain).

PUBLIC COMMENTS: None.

MONTHLY LIBRARY REPORTS: The board received the monthly library reports for April 2020.

LIBRARY SERVICES IN THE COVID-19 PERIOD: Director Pizzuto updated the board on the status of library services in the COVID-19 period.

FISCAL YEAR 2020-21 BUDGET OVERVIEW: Associate Analyst Debbie Jo McCool provided the board with an overview of the FY 2020-21 library budget submittal.

Motion by Trustee DeForest, seconded by Vice Chair Hulsart, the Trustees approved drafting a letter to the City Council in support of L&CA budget proposal for FY 2020-21.

Motion carried, 5/0/0/0.

Motion by Trustee DeForest, seconded by Vice Chair Hulsart, on a minute motion, the Trustees approved scheduling a special meeting for a date to be determined prior to June 23, 2020 to consider approval of a draft letter to City Council in support of L&CA budget proposal for FY 2020-21. Motion carried, 5/0/0/0.

UPDATE ON L&CA DIRECTOR RECRUITMENT: Director Pizzuto updated the board on the appointment of Suzanne Smithson to the position of Library & Cultural Arts Director.

DIRECTOR'S REPORT: Director Pizzuto briefed the board on the launch of the Summer Reading Adventure for June 17; and a donation from the estate of Frank. S. Sutton in the amount of \$50,000 to be used towards community programming.

FOUNDATION REPORT: Representative McBride reported the Foundation donated \$196,072 to the City for Library & Cultural Arts programs and services for FY 2020-21. The funds will be used in accordance with donor instructions. The annual gala is undetermined at this time.

FRIENDS OF THE LIBRARY REPORT: Representative Hulsart shared that the Friends of the Library voted to disburse funds in support of library programs; the Friends shared a message of appreciation for all library staff; and the Friend's annual meeting will be held virtually on June 25. Those interested in attending can email the Friends of the Library at friendsofcarlsbadcitylibrary@gmail.com to receive an invitation to the annual meeting.

NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT: Board Liaison Sue Madsen summarized programs and events modified due to the COVID-19 health emergency. The NSDC Genealogical Society is operating primarily online and through virtual programming.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS: None.

ADJOURNMENT: Chair Larson adjourned the meeting at 5:00 p.m.

Jennifer Davidson
Senior Office Specialist



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ITEM #6

Staff Report

Meeting Date: June 8, 2020

To: Library Board of Trustees

From: Heather Pizzuto, Library & Cultural Arts Director

Staff Contact: Heather Pizzuto, Library & Cultural Arts Director
Heather.pizzuto@carlsbadca.gov

Subject: Fiscal Year 2020-21 Proposed Budget

Recommended Action

By minute motion approve a statement of recommendation, on behalf of the Library Board of Trustees, to the City Council regarding the fiscal year 2020-21 budget proposed for library services.

Executive Summary/Discussion

On May 27, 2020, the Library Board of Trustees voted to approve a minute motion made by Trustee Hulsart to draft a letter to the City Council in support of the Library budget proposal for fiscal year 2020-21. The attached draft statement (Exhibit 1) is being provided to the Library Board of Trustees for consideration and approval.

Next Steps

Once approved, the statement will be prepared as a memo addressed and forwarded to the City Council.

Fiscal Analysis

There is no fiscal impact related to issuing the statement.

Environmental Evaluation (CEQA)

Pursuant to Public Resources Code section 21065, this action does not constitute a "project" within the meaning of CEQA in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq.), published and distributed at least 24 hours prior to the special meeting date and time.

Exhibits

1. Draft statement of recommendation

On May 27, 2020, the Library Board of Trustees heard a presentation summarizing city direction on preparation of the fiscal year 2020-21 budget and the resulting library budget submittal. Staff provided an overview of the department's significant changes including proposed reductions while seeking to maintain the highest level of public service and minimize the effect of reductions on services that are particularly important at this time to the community.

Pursuant to Carlsbad Municipal Code Section 2.16.060, the Library Board of Trustees "...may make recommendations to the city council and advise the city council in matters pertaining to...the amounts of monies required to operate the library." At a special meeting held June 8, 2020, by proper motion and vote the Library Board determined that it supports staff's preparation of budget recommendations that fulfill the city's direction for reductions without significant impact on the public.

DRAFT