

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
WEDNESDAY, JANUARY 13, 2016
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
4:30 P.M.**

Trustees Present	Robert Chavez	President
	Kyle Marksteiner	Vice President
	Vickie Davis	Member
	Tom Langowski	Member (arrived 4:34 p.m.)
	Chris Owens	Member
	Bob Scholl	Member
	Bernita Smith-Payne	Member
	Muriel Gossage Streib	Member

Trustees Absent Sally Miller

Ex-Officio	Dale Janway	Mayor
Members Absent	Steve McCutcheon	City Administrator

Secretary	Cassandra Arnold	Library Director
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Others Present None

1. Roll Call and Determination of Quorum.

Board President Robert Chavez called the meeting to order at 4:34 p.m. Roll was called by the Secretary. A quorum was determined to be present.

2. Consider Approval of Agenda.

Bernita Smith-Payne moved and Bob Scholl seconded that the Agenda be approved. Voting in favor: Marksteiner, Davis, Owens, Scholl, Smith-Payne, Streib. Voting against: None. Absent: Langowski, Miller. The motion carried.

3. Consider Approval of Minutes of November 18, 2015.

Kyle Marksteiner moved and Vickie Davis seconded that the minutes be approved as submitted. Voting in favor: Marksteiner, Davis, Langowski, Owens, Scholl, Smith-Payne, Streib. Voting against: None. Absent: Miller. The motion carried.

4. **Consider Approval of Library FY 14-15 Annual Report.**

The report by Library Director Cassandra Arnold was reviewed by the Board, with some discussion and questions concerning various points.

Muriel Gossage Streib moved and Bob Scholl seconded that the report be approved.

Voting in favor: Marksteiner, Davis, Langowski, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: Miller.

The motion carried.

5. **Consider Approval of Update to Gifts and Donations Policy.**

The Board reviewed the changes to the policy: change wording to request that all personal checks, bequests, or memorial donations be made to the Carlsbad Community Foundation endowment accounts on the Library's behalf; revise wording regarding donated materials transferred to Friends of the Library and subsequently offered at Friends Book Fair or lobby racks; and items deleted from the collection may be submitted for recycling after removal of memorial or donation bookplates, if any.

Vickie Davis moved and Bernita Smith-Payne seconded that the updated policy be approved.

Voting in favor: Marksteiner, Davis, Langowski, Owens, Scholl, Smith-Payne, Streib.

Voting against: None.

Absent: Miller.

The motion carried.

6. **Consider Approval of Director's Report for November and December, 2015.**

The Board reviewed the report. Some statistics for the months included:

November, 2015

3,751 people visited the library.

6,835 materials circulated this month, including 2,795 children's, 391 teen items, and 536 digital items.

137 new library cards were issued.

607 people attended library programs.

28 meetings were held in the Annex.

1,387 computer sessions were used.

392 information requests were received.

708 database uses were recorded.

December, 2015

3,595 people visited the library.

7,589 materials circulated this month, including 2,835 children's, 479 teen items, and 555 digital items.

150 new library cards were issued.

292 people attended library programs.

13 meetings were held in the Annex.

1,251 computer sessions were used.

358 information requests were received.

1,247 database uses were recorded.

Chris Owens moved and Tom Langowski seconded that the reports be approved.
Voting in favor: Marksteiner, Davis, Langowski, Owens, Scholl, Smith-Payne, Streib.
Voting against: None.
Absent: Miller.
The motion carried.

7. **Open Discussion of Library Operations.**

Cassandra Arnold updated the Board on current library projects. Bernita Smith-Payne expressed thanks for the transfer of deleted shelving to Leyva Middle School Library last month.

8. **Adjourn.**

Kyle Marksteiner moved and Bob Scholl seconded that the meeting be adjourned.
Voting in favor: Marksteiner, Davis, Langowski, Owens, Scholl, Smith-Payne, Streib.
Voting against: None.
Absent: Miller.
The motion carried.
The meeting adjourned at 5:25 p.m.
The next regular meeting is scheduled for February 10, 2016 at 4:30 p.m. in the Library Annex.



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Cassandra Arnold, Board Secretary