

**MINUTES OF THE  
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY  
REGULAR MEETING  
WEDNESDAY, MARCH 09, 2016  
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO  
4:30 P.M.**

**Trustees Present**

Kyle Marksteiner	Vice President
Vickie Davis	Member
Tom Langowski	Member
Sally Miller	Member
Chris Owens	Member – in at 4:35 p.m.
Bob Scholl	Member

**Trustees Absent** Robert Chavez, Bernita Smith-Payne, Muriel Gossage Streib

<b>Ex-Officio</b>	Dale Janway	Mayor
<b>Members Absent</b>	Steve McCutcheon	City Administrator

<b>Secretary</b>	Cassandra Arnold	Library Director
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**Others Present** None

- Roll Call and Determination of Quorum.**  
Board Vice President Kyle Marksteiner called the meeting to order at 4:33 p.m. Roll was called by the Secretary. A quorum was determined to be present.
- Consider Approval of Agenda.**  
Bob Scholl moved and Tom Langowski seconded that the Agenda be approved.  
Voting in favor: Davis, Langowski, Miller, Scholl.  
Voting against: None.  
Absent: Chavez, Owens, Smith-Payne, Streib.  
The motion carried.
- Consider Approval of Minutes of February 10, 2016.**  
Tom Langowski moved and Sally Miller seconded that the minutes be approved as submitted.  
Voting in favor: Davis, Langowski, Miller, Owens, Scholl.  
Voting against: None.  
Absent: Chavez, Smith-Payne, Streib.  
The motion carried.

4. **Consider Approval of Library Budgetary Needs for FY 2016-17.**

The Board reviewed the list of library needs, with explanations provided by the Library Director, and the accompanying letter to the Mayor, Council, and City Administrator.

Vickie Davis moved and Chris Owens seconded that the list be approved, and the letter be approved with one change.

Voting in favor: Davis, Langowski, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Smith-Payne, Streib.

The motion carried.

5. **Consider Approval of Update to Collection Development Policy.**

Last reviewed in November, 2012, this 2016 draft Library Collection Development policy contains some updates to wording and numbers: collection is now 61,000 items; new review sources and vendors are listed; Large Print and Graphic Novels are added to the list of Special Collections; subject materials of local and regional interest are added as a specific collection goal.

Key changes or additions to this draft include: a stated goal of updating 5% of the total collection annually; the addition of high interest materials in formats not suitable for circulation to the Reference collection; guidelines for the acceptance of self-published materials; and the addition of a Library Board member to the review committee for challenged materials.

Tom Langowski moved and Bob Scholl seconded that the updated policy be approved.

Voting in favor: Davis, Langowski, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Smith-Payne, Streib.

The motion carried.

6. **Consider Approval of Director's Report for February, 2016.**

The Board reviewed the report. Some statistics for the month include:

4,088 people visited the library.

7,198 materials circulated this month, including 3,003 children's, 403 teen items, and 524 digital items.

152 new library cards were issued.

479 people attended library programs.

21 meetings were held in the Annex.

1,476 computer sessions were used.

713 information requests were received.

688 database uses were recorded.

Sally Miller moved and Tom Langowski seconded that the report be approved.

Voting in favor: Davis, Langowski, Miller, Owens, Scholl.

Voting against: None.

Absent: Chavez, Smith-Payne, Streib.

The motion carried.

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

Tom Langowski inquired about the status of the exception request for public printing charges. Cassandra Arnold met with members of the boards of both the North Mesa and the San Jose Senior Centers, getting their input on the proposed exemption request to the standard municipal charge of \$.50 per page for public printing. She will draft a proposal which will go to all three boards for approval, then to the Arts & Culture Director who will write an agenda briefing memorandum to submit the request to City Council for approval.

At the request of Muriel Gossage, Cassandra Arnold gave an overview of the library material selection process, with examples of the professional review journals, vendor catalogs, patron requests, and librarian recommendations for examination. She also detailed the usual order process librarians use to obtain materials once they have a list of desired titles, the budgetary allotment of funds for each collection area, and the tracking of material expenses for each year.

No action was required on this agenda item.

8. **Adjourn.**

Bob Scholl moved and Tom Langowski seconded that the meeting be adjourned.

Voting in favor: Davis, Langowski, Miller, Owens, Scholl.

Voting against: None.

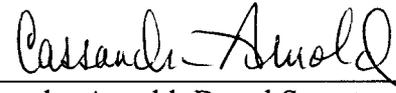
Absent: Chavez, Smith-Payne, Streib.

The motion carried.

The meeting adjourned at 5:10 p.m.

The next regular meeting is scheduled for April 13, 2016 at 4:30 p.m. in the Library Annex.

  
Robert Chavez, Library Board

  
Cassandra Arnold, Board Secretary