

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
WEDNESDAY, SEPTEMBER 14, 2016
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
4:30 P.M.**

Trustees Present	Robert Chavez	President
	Vickie Davis	Member
	Tom Langowski	Member
	Sally Miller	Member
	Chris Owens	Member – in at 4:33pm
	Bob Scholl	Member
	Bernita Smith-Payne	Member

Trustees Absent Kyle Marksteiner, Muriel Gossage Streib

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 4:30 p.m. Roll was called by the Secretary. A quorum was determined to be present.

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

3. **Consider Approval of Minutes of August 10, 2016.**
Sally Miller moved and Tom Langowski seconded that the minutes be approved as submitted.
Voting in favor: Davis, Langowski, Miller, Owens, Scholl, Smith-Payne.
Voting against: None.
Absent: Marksteiner, Streib.
The motion carried.

4. **Consider Approval of FY 2015-2016 Statistics Report.**

The Board reviewed the statistics on library visitors, services, circulation, programs, and attendance for July 1, 2015 through June 30, 2016.

Selected totals for the year included:

106,882 people visited the library.

89,946 materials circulated: 43,524 adult, 34,010 children's, 4,399 teen, and 6,945 digital items.

2,072 new library cards were issued.

13,810 people attended library programs.

221 meetings were held in the Annex.

16,318 computer sessions were used, along with 7,984 wireless accesses (3.5 months)

6,650 information requests were received.

21,531 database uses were recorded.

9 incident(s) occurred.

Tom Langowski moved and Vickie Davis seconded that the report be approved as submitted.

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

Voting against: None.

Absent: Marksteiner, Streib.

The motion carried.

5. **Consider Approval of Director's Report for August, 2016.**

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

10,038 people visited the library.

8,167 materials circulated: 3,718 adult, 3,073 children's, 411 teen, and 608 digital items.

211 new library cards were issued.

800 people attended library programs.

5 meetings were held in the Annex.

1,768 computer sessions were used.

658 information requests were received.

353 database uses were recorded.

0 incident(s) occurred.

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

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

Voting against: None.

Absent: Marksteiner, Streib.

The motion carried.

6. **Open Discussion of Library Operations.**

- Samantha Villa, Technology Librarian, has added a new service at the Information Desk. An information request texting service called "Gabbie" now allows patrons to interact in real time with the reference librarian to get information, request to

renew their library materials, or update their account using their smartphone or mobile device. It has already proven to be very helpful, since many patrons rely on text messaging instead of email or phone calls for communication.

- Bob Scholl noted that next year's Friends of the Library Book Fair will be promoted on Channel 23 TV, and large street-side signs will be placed around town as well.

7. **Adjourn.**

Bernita Smith-Payne moved and Vickie Davis seconded that the meeting be adjourned.

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

Voting against: None.

Absent: Marksteiner, Streib.

The motion carried.

The meeting adjourned at 5:00 p.m.

The next regular meeting is scheduled for October 12, 2016 at 4:30 p.m. in the Library Annex.



Kyle Marksteiner, Library Board



Cassandra Arnold, Board Secretary