

**MINUTES OF THE
BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
REGULAR MEETING
WEDNESDAY, APRIL 10, 2013
LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
4:00 PM**

Trustees Present	Karen Robinson Vickie Davis Bob Scholl Kyle Marksteiner Muriel Gossage Streib Bernita Smith-Payne	Vice President Member Member Member Member Member
Trustees Absent	Robert Chaves Richard Fielder Sally Miller	President Member Member
Ex-Officio	Dale Janway	Mayor
Members Absent	Jon Tully	City Administrator
Board Secretary	Cassandra Arnold	Library Director
Others Present	None	

1. **Roll Call.**
Roll was called by the Board Secretary. Board Vice President Karen Robinson determined a quorum was present, and called the meeting to order at 4:07 p.m.
2. **Consider Approval of Agenda.**
Bob Scholl moved and Vickie Davis seconded that the Agenda be approved.
Voting in favor: Davis, Marksteiner, Gossage, Scholl.
Voting against: None.
Absent: Chavez, Fielder, Miller.
The motion carried.
3. **Consider Approval of Minutes of March 13, 2013.**
Kyle Marksteiner moved and Bob Scholl seconded that the minutes be approved as read.
Voting in favor: Davis, Marksteiner, Gossage, Scholl.
Voting against: None.
Absent: Chavez, Fielder, Miller.
The motion carried.

4. **Approval of FY 2013-2014 Library Budget.**

Cassandra Arnold presented the draft budget, including personnel and capital item requests.

The Library reduced six operating budget line items due to more efficient procedures and the replacement of the old library truck. A number of line items were increased to cover anticipated price increases. The book line was increased reflecting the need to update both the children's nonfiction (aver. copyright date 1999) and adult nonfiction (aver. copyright date 1993) collections. Overall, the library operating budget increased \$5,786 or 3.25%.

The budget included a request for a part-time accounting clerk to assist library administrators with budgetary and staff paperwork, as well as capital requests for a new RFID materials security system, security cameras, and funds to replace T12 light fixtures in the Annex and Museum.

Bob Scholl moved and Bernita Smith-Payne seconded that the budget be approved as read.

Voting in favor: Davis, Marksteiner, Gossage, Scholl..

Voting against: None.

Absent: Chavez, Fielder, Miller..

The motion carried.

5. **Consider Approval of Revision to Patron Privacy and Confidentiality Policy.**

In view of the recent request and subsequent release of outstanding library fines under the Freedom of Information Act, and the finding that overdue notices are not considered confidential under the New Mexico Library Privacy Act, the wording of the existing library policy needs revision in order to be in agreement with state law.

The draft policy was reviewed. Bob Scholl moved and Vickie Davis seconded that the draft policy be approved as presented.

Voting in favor: Davis, Marksteiner, Gossage, Scholl.

Voting against: None.

Absent: Chavez, Fielder, Miller.

The motion carried.

6. **Review of Director's Report for March, 2013.**

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

10204 people visited the library

7580 materials circulated this month, including 3495 children's and 352 teen items

267 new library cards were issued

490 people attended library programs

20 meetings were held in the Annex

1777 computer sessions were used

656 information requests were received

82 database uses were recorded

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

Muriel Gossage Streib noted that she had not received any complaints about the library, except regarding the difficulty of parking. She reported the idea of placing a directory in the library lobby showing the location of various collection areas and made the suggestion that a staff member attend any local career fairs to encourage applicants in the field of information science.

Cassandra Arnold reported that the City Culture and Recreation Department hopes to publish a color booklet detailing all the summer activities offered by the various C&R branches, including the Library, the Sports Complex, Golf Course, Museum, and Riverside Recreation and Senior Centers. The Library is now listed on the NM Tourism site, www.newmexico.org. The new digital magazines are proving popular, and free summer technology classes will begin in May.

8. **Consider Approval of Next Regular Meeting Date.**

The next regular meeting of the Library Board is scheduled for Wednesday, May 08, 2013. Kyle Marksteiner moved and Muriel Gossage Streib seconded that the next meeting be held as scheduled.

Voting in favor: Davis, Marksteiner, Gossage, Scholl.

Voting against: None.

Absent: Chavez, Fielder, Miller.

The motion carried.

9. **Adjourn.**

Bob Scholl moved and Bernita Smith-Payne seconded that the meeting be adjourned.

Voting in favor: Davis, Marksteiner, Gossage, Scholl.

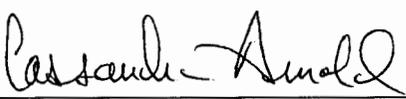
Voting against: None.

Absent: Chavez, Fielder, Miller.

The motion carried.

The meeting adjourned at 5:04 p.m.


Robert Chavez, President


Cassandra Arnold, Board Secretary