

**MINUTES OF THE
 BOARD OF TRUSTEES OF THE CARLSBAD PUBLIC LIBRARY
 REGULAR MEETING
 WEDNESDAY, SEPTEMBER 11, 2013
 LIBRARY ANNEX AT 101 SOUTH HALAGUEÑO
 4:00 PM**

Trustees Present	Vickie Davis Sally Miller Chris Owens Bob Scholl Bernita Smith-Payne Muriel Gossage Streib	Acting Chair Member Member Member* Member Member	*Left after item 4 to attend Mayor's meeting
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Trustees Absent Robert Chavez, Karen Robinson, Kyle Marksteiner

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

Board Secretary	Cassandra Arnold	Library Director
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Others Present Tom Langowski, guest

1. Roll Call.

Roll was called by the Board Secretary. Board member Vickie Davis determined a quorum was present, and called the meeting to order at 4:05 p.m.

2. Consider Approval of Agenda.

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

3. Consider Approval of Minutes of July 10, 2013.

Sally Miller moved and Muriel Gossage Streib seconded that the minutes be approved with revisions.
 Voting in favor: Owens, Miller, Smith-Payne, Streib, Scholl.
 Voting against: None.
 Absent: Chavez, Robinson, Marksteiner.
 The motion carried.

4. Election of Board President and Vice President for FY 2013-2014.

Bob Scholl nominated Robert Chavez as President and Sally Miller as Vice President.
 Voting in favor: Owens, Miller, Smith-Payne, Streib, Scholl.
 Voting against: None.
 Absent: Chavez, Robinson, Marksteiner.
 The motion carried. Acting Chair Vickie Davis turned the meeting over to the new Vice President.

5. **Consider Approval of Carlsbad Public Library Infrastructure Capital Improvement Plan (ICIP) for 2015-2019.**

These items are part of the library's long term improvement plan. Goals for FY '15-16 include carpet for the adult department and a digital library phone system. (See attached).
Bernita Smith-Payne moved and Vickie Davis seconded that the ICIP be approved with corrections.
Voting in favor: Davis, Owens, Smith-Payne, Streib.
Voting against: None.
Absent: Chavez, Robinson, Marksteiner, Scholl.
The motion carried.
6. **Consider Approval of Carlsbad Public Library Annual Report for FY 2012-2013.**

The annual report prepared by the director showed a monthly average of 9,981 visitors, circulation of 7,196 materials, 23 programs, 1,076 program attendees, 1,636 computer sessions, and 641 information requests. Digital material users are up to a monthly average of 209, and total registered patrons is up to 8,247 as of June 30, 2013.
Chris Owens moved and Bernita Smith-Payne seconded that the Annual Report be approved.
Voting in favor: Davis, Owens, Smith-Payne, Streib.
Voting against: None.
Absent: Chavez, Robinson, Marksteiner, Scholl.
The motion carried.
7. **Consider Approval of eReader Circulation Policy.**

The library has purchased 10 eReader tablets and plans to circulate them beginning October 1, 2013. These eReaders will allow all patrons access to the library's digital materials regardless of their personal economic resources. The new policy details the requirements for checking out an eReader, and the Use Agreement provisions that must be agreed to by the patron.
Vickie Davis moved and Chris Owens seconded that the policy be approved.
Voting in favor: Davis, Owens, Smith-Payne, Streib.
Voting against: None.
Absent: Chavez, Robinson, Marksteiner, Scholl.
The motion carried.
8. **Consider Approval of Halagueno Art Park Use Rules.**

Cassandra Arnold explained each point and why it was needed.
Muriel Gossage Streib moved and Vickie Davis seconded that the HAP Use Rules be approved as submitted.
Voting in favor: Davis, Owens, Smith-Payne, Streib.
Voting against: None.
Absent: Chavez, Robinson, Marksteiner, Scholl.
The motion carried.
9. **Review of Director's Report for July and August, 2013.**

The Board reviewed the report. Some selected statistics for these months include:
27,396 people visited the library
15,959 materials circulated this month, including 7,224 children's and 1,184 teen items
433 new library cards were issued
2,331 people attended library programs

31 meetings were held in the Annex
3,516 computer sessions were used
1,297 information requests were received
362 database uses were recorded

10. **Open Discussion of Library Operations.**

Digital Access cards to accommodate the information needs of the many non-permanent residents currently in Carlsbad will be available soon. This special library card will permit users to access and checkout all of the library's digital materials without possessing a local mailing address.

A new digital database, Atomic Training, will also be available to patrons soon. This online training suite has over 60,000 how-to tutorials on more than 150 software applications from Microsoft, Apple, Adobe, Google, and others. This technology training can be accessed from any Internet device 24/7/365, and supports the library's mission of increasing digital literacy in our community.

Durham & Assoc. architects are currently looking at the library's cooling system, with a goal of revising the previous plan to replace the library's main chiller unit and install additional roof units to cool the south side of the library.

The library changed Internet providers, switching to fiber optic, to improve reliability and speed. We are currently looking at increasing the speed to 10 mbps in order to handle the high level of use by the public.

In addition to the new carpet and furniture, a suggestion box and directory map have been placed in the lobby for patrons to use. Fabric wall covering to reduce noise will be installed soon to continue modernizing the library lobby.

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

The next regular meeting of the Library Board is scheduled for Wednesday, October 09, 2013. Bernita Smith-Payne moved and Muriel Gossage Streib seconded that the next meeting be held as scheduled on October 9, 2013.

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

Voting against: None.

Absent: Chavez, Robinson, Marksteiner, Scholl.

The motion carried.

12. **Adjourn.**

Vickie Davis moved and Muriel Gossage Streib seconded that the meeting be adjourned.

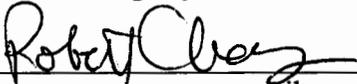
Voting in favor: Davis, Owens, Smith-Payne, Streib.

Voting against: None.

Absent: Chavez, Robinson, Marksteiner, Scholl.

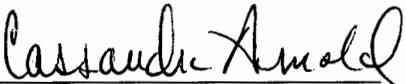
The motion carried.

The meeting adjourned at 5:10 p.m.



Library Board

Robert Chavez



Cassandra Arnold, Board Secretary