

## **Carrollton Public Library Board Minutes for January 08, 2024**

**Members Present:**

Isam Abousaid, Chair  
Sem Habtemariam  
Linda Villemarette  
Rajiv Shenoy  
Joanna Cattanach  
Alice Chien, Alternate

**Members Absent:**

Shana Garrett  
Vicky Kemp  
Janet Koslovsky  
Rosario Klier

**Staff Present:**

Jonathan Scheu, Library Dir.  
Rachel Young, Library Mgr.  
Lynette Jones, Library Mgr.

**Visitors Present:**

None

### **Meeting Minutes**

1. CALL TO ORDER – Chairperson, Isam Abousaid, called the meeting to order at 6:54 p.m.
2. SWEARING IN & WELCOME NEW BOARD MEMBERS – Chairperson Abousaid welcomed new Library Board members, Joanna Cattanach and Alice Chien.
3. APPROVAL OF MINUTES – The October 02, 2023 meeting minutes were approved as submitted. Motion made by Linda Villemarette, seconded by Sem Habtemariam, and passed unanimously.
4. CONSIDER AND ELECT OFFICER POSITIONS - Chairperson Abousaid explained the position and duties of Vice-Chair and asked for nominations. Rajiv Shenoy volunteered and was elected unanimously.
5. UPDATE OF LIBRARY 2023 PERFORMANCE – Library Director, Jonathan Scheu, presented an overview of the Library’s 2023 performance. Library usage trended upward in nearly all areas in 2023 including digital and physical circulation, program attendance, and new card signups. Mobile hotspots continue to have the highest circulation and most holds placed. Staff will be closely monitoring demand at the Hebron and Josey Library in 2024 to see what recent changes to Non-Resident Membership has on usage.
6. UPDATE OF LIBRARY GOALS - Mr. Scheu, presented an overview of the Library’s current departmental goals and objectives. Staff will begin editing and revising this information for the 2025 Business Plan over the next few months and is seeking the Board’s input.

Discussion included several areas of interest and opportunity for the Library including; expanded partnerships with the local school districts, better access to in-house audio / video resources, enhanced connectivity, and the potential for author readings.

This item will be brought back in April for further update.

7. UPDATE OF LIBRARY COMMUNITY SURVEY – Library Manager, Rachel Young, presented a draft of the 2024 Community Survey set to run this summer. Ms. Young explained the intent and direction of each survey question and asked the Board to provide feedback.

Discussion followed on potential methods to incentivize participation in the survey and opportunities to cross promote the survey via other City communications such as the Utility Bill Newsletter.


8. STAFF REPORTS – Library Director, Jonathan Scheu, presented the Library Performance Dashboards for September 2023 – November 2023. Changes and revisions were explained and new trends identified for increased focus and observation going forward.

Library Manager, Rachel Young, presented upcoming library programming and volunteer opportunities for the Spring/Summer of 2024 including the upcoming Friends of the Library spring book sale and the C-Con special event. Ms. Young also updated the Board on upcoming Family Place programs at JRL, and the launch of the new digital streaming service – Hoopla.

Library Manager, Lynette Jones, provided an update on efforts to hire and onboard a new Youth Services Supervisor, and several Library Technician and Access Service Assistant positions.

9. POSSIBLE TOPICS FOR FUTURE DISCUSSION – Board Members expressed an interest in an update from the Friends of the Library and more information on efforts to promote the Summer Reading Challenge this year. Members were encouraged to communicate additional ideas that occur outside of meetings to Jonathan Scheu or Isam Abousaid directly. This item will be carried over to April’s agenda for further discussion.
10. ADJOURN – Chairperson, Isam Abousaid, requested a motion to adjourn. A motion was made by Rajiv Shenoy, seconded by Linda Villemarette, and passed unanimously at 8:00 p.m. The next meeting will be April 8, 2024.

Respectfully submitted,

  
Isam Abousaid,  
Chairperson

  
Jonathan Scheu,  
Library Director