

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
December 13, 2011**

The meeting was called to order by Chair Terplan at 4:10 pm. Members Myra Berkowitz, John Walsham and Nancy Kaltreider were present. Also in attendance was City Librarian Abbot Chambers. Member Patricia DeLuca attended virtually via Skype.

Minutes

The Minutes of the November meeting were approved.

Library Claims

The Library Claims for November were reviewed and accepted.

Librarian's Report

The Librarian's Report for November was reviewed and accepted.

Library Statistics

A new format for the quarterly library statistical report was reviewed and accepted. A request was made that a total number of local residents with library cards be added to the report.

Trustee Business

Council buddies-update

The question was raised as to whether new Mayor Mike Kelly will remain the City Council liaison to the Library.

Library Makeover Plan

Abbot Chambers handed out a rough revised floor plan for the Makeover Plan and discussed the changes with the Board, which include keeping the Children's area in its present location, with glass walls and acoustic baffles to control sound; increasing display space for new materials, bestsellers, and ebooks; creating a teen alcove; creating a single service desk comprising both reference and circulation functions; and expanding the seating area for patrons who are reading, studying or using their laptops.

A motion was made to accept the rough design, conditional upon an architect's formal review and revision of the plan. Abbot Chambers will report on progress at the January Board Meeting.

Patricia DeLuca also recommended that the Board investigate developing a new strategic plan for the library. The former plan covered the years 2008-2013.

6-Month Goals

Abbot Chambers reported on progress with the six month goals that were presented in November.

- **Makeover Project with August, 2012 construction as goal.**
 1. As previously reported.
- **Publicize our new MARINet ebook collection.**
 1. A column by Abbot Chambers is expected to appear in the Marin Scope newspaper within the next two weeks, announcing the collection to the community.
 2. The Library's website home page has been reconfigured so that a promotional announcement about the ebook collection is immediately visible to site visitors
 3. Instructions for the major ereaders and tablets have been posted on the website on the ebook and eaudiobook page.

4. Abbot Chambers has been making himself available to library patrons for in-depth training on their portable devices.
 5. Training of staff on use of the collections is ongoing.
- **Launch a new circulating ereader collection.**
 1. A new circulating collection of Kindle Touch devices will launch in January.
 - **Begin plans to develop a stand-alone home page and search and navigation scheme for the Sausalito Public Library website.**
 1. A contract is now in place and work on the new website will begin in early 2012.
 - **Launch a collection of bestseller books and DVDs that are non-holdable and can only be checked out within the Sausalito Public Library.**
 1. Augie Webb has been aggressively working on developing this collection and it will launch on a new shelf across from the Circulation Desk in mid January.
 - **Conduct a full inventory of the collection, with a focus on removing out-of-date medical, technology, business, and science books.**
 1. The inventory is underway. In addition to deleting out-of-date titles, scores of long-missing titles have been identified and removed from the library database. There are approximately 1,100 non-reference items in the current collection that have not circulated since 1999.
 - **Review library processes with the goal of becoming more efficient through the use of existing technologies.**
 1. Abbot Chambers discussed the new quarterly statistical report format, the new claims format, a new process used by librarians for book ordering, and a new budget-tracking spreadsheet he has developed.

MARINet Hold Fees

Abbot Chambers informed the Board that in addition to the Marin libraries that are currently waiving the \$0.50 MARINet hold fee (e.g. Mill Valley), the Marin County Free Library, Belvedere-Tiburon, and San Rafael would also like to end the fee. Abbot Chambers presented his calculations that the time spent processing and collecting the small fee largely cancels out any revenue gain. The Board approved ending the hold fee in Sausalito, provided that it is only done if in conjunction with all other Marin libraries.

Library Logo

Abbot Chambers presented the idea of revisiting the current Sausalito Public Library logo, perhaps with an eye to launching a new logo with a new website. Board Members recommended tapping into the local arts community for help with developing a new logo, perhaps even adapting a Phil Frank drawing. A report on progress will be made at the January meeting.

Digitizing the Sausalito News

Discussion was tabled to the January meeting because the meeting had already exceeded two hours.

Next meeting – January 10, 2012 at 4:00pm

The meeting was adjourned at 6:10pm

Respectfully submitted,
Abbot Chambers, City Librarian