Minutes of the Meeting of the Sausalito Public Library Board of Trustees January 10, 2012

The meeting was called to order by Chair Terplan at 4:00 pm. Members John Walsham, Patricia DeLuca, and Nancy Kaltreider were present. Also in attendance was City Librarian Abbot Chambers.

Minutes

The Minutes of the December meeting were approved.

Library Claims

The Library Claims for December were reviewed and accepted.

Librarian's Report

The Librarian's Report for December was reviewed and accepted. Topics covered included the December holiday closure, library funding from the State of California, the library phone system, a 2012 brainstorm meeting for library staff, the city hall break room, and the Library Capital Improvement Fund.

Quarterly Statistical Report

The quarterly statistical report was reviewed and accepted. It is estimated that the December holiday closure was responsible for a drop in circulation of about 5% for the quarter.

Trustee Business

Council buddies-update

Mayor Mike Kelly will remain the City Council liaison to the Library.

Library Makeover Plan

Abbot Chambers handed out a new revised floor plan for the Makeover Plan. The most significant change is the proposed installation of a storefront in the proscenium of the old stage, creating an acoustically separate zone for the children's area.

A proposal from library consultants Page & Moris is expected by January 13th. When the proposal arrives, Abbot Chambers will forward it to the members of the Board of Trustees for review. A Special meeting of the Board will be held on January 20th, 2012, to discuss the proposal and funding alternatives if the decision is made to go ahead with Page & Moris. The purpose of retaining Page & Moris would be to bring clarity to the revised makeover plan, which currently exists only in sketch form. Page & Moris would also help the Board price the various components of the plan.

6-Month Goals

Publicize the new MARINet ebook collection.

- 1. Information about the collection appeared in the most recent Sausalito Currents newsletter.
- Abbot Chambers will be leading a weekly drop-in workshop to help people set up their mobile devices to use the new collection. First workshop is Thursday, January 12th from 1-2pm. The workshop is being publicized with flyers, listings in Sausalito currents, Digi, etc.
- 3. Local circulation numbers for ebooks are improving but still lagging behind other libraries in Marin.

Launch a new circulating ereader collection.

- 1. Kindle Touches are being purchased and set up.
- 2. The staff is being trained on how to use the devices.

- 3. Processes are in draft form for checking in and checking out the devices.
- 4. The Kindles will circulate in protective pouches that will include a charger and instruction manual.
- 5. Expected launch date is 1/30.
- Begin plans to develop a stand-alone home page and search and navigation scheme for the Sausalito Public Library website.
 - 1. The contract with Vision Internet has been finalized.
 - 2. New Sausalito Library Domains: sausalitolibrary.org and sausalitopubliclibrary.org
 - 3. Augie Webb and Abbot Chambers have begun discussions about the navigational structure of the new website.
- Launch a collection of bestseller books and DVDs that are non-holdable and can only be checked out within the Sausalito Public Library.
 - 1. The collection will launch as soon as MARINet finishes some coding for us. The launch collection will consist of 25 DVDs and 25 Books, with new titles added every week. Abbot Chambers displayed samples from the collection.
- Conduct a full inventory of the collection, with a focus on removing out-of-date medical, technology, business, and science books.
 - 1. Nearly 4,000 item records were removed from the collection database in Q2. Deleted items were made up of the following:
 - a. Missing items
 - b. Out of date reference books
 - c. Out of date nonfiction books
- Review library processes with the goal of becoming more efficient through the use of existing technologies.
 - 1. Next hurdle: Increasing processing bandwidth given that we need to catch up for underspending in first part of the year.

Library Logo

The Board would still like to move forward with a new logo, but a post-makeover launch date seems like the most reasonable target.

Digitizing the Sausalito News

The project estimate for digitizing 1923-1966 came in at \$30,000.00, which was significantly higher than expected. In future months the Board will consider partial funding, possibly to bring us forward another 5-10 years.

Special meeting – January 20, 2012 at 4:00pm

Next regular meeting – February 14, 2012 at 4:00pm

The meeting was adjourned at 6:30pm

Respectfully submitted,
Abbot Chambers, City Librarian