

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
June 12, 2012**

The meeting was called to order by Chair Elizabeth Terplan at 4:00 pm. Members John Walsham and Nancy Kaltreider were present. Members Patricia DeLuca and Myra Berkowitz were unable to attend. Also present was City Librarian Abbot Chambers.

Invite Public Comments

There were no public comments.

Minutes

The Minutes of the May 8 regular meeting were approved as amended.

Library Claims

The Library Claims for May were reviewed and accepted. Chambers described the various accounts that comprise the Library's budget and reviewed accounting and expenditures spreadsheets for fiscal year 2012. The Library is well within its budget for 2012.

Librarian's Report

The Librarian's Report for May was reviewed and accepted. Topics covered included May circulation, the Library's participation in the Caledonia Street Festival, a new circulating iPad, and the 2012 Summer Reading Program.

Trustee Business

Council buddies-update

Walsham reported that he had encouraged Council Member Leone to approve the Library's 2013 budget as drafted.

Library Remodel Plan

Abbot Chambers reviewed progress on the Library remodel. The project is expected to take place in two phases, with phase one in late August or early September and phase two in October or November. Phase one will cover construction work, including the storefront for the children's room. Phase two will be for the installation of shelving and furniture. The goal will be to keep most of the Library open during phase one, which is expected to last two to three months. Phase two (furniture installation) will be shorter – approximately two weeks – but will require the suspension of most library functions.

Chambers reviewed estimates for construction as estimated by Architect John McCoy and Department of Public Works Project Manager Loren Umbertis. Construction cost estimates are \$78,000.00, plus the fee for McCoy of \$8,090.00. A spreadsheet detailing the construction estimate appears as an appendix to these minutes.

Chambers also presented estimates for furniture as provided by Garen McDonald of the Ross McDonald Co. and JoAnn Goldschmidt of J. Goldschmidt Associates, Inc. These estimates were prepared for presentation at the Library Foundation Board meeting of 6/13/12. The total furniture estimate is \$98,595.00. A spreadsheet detailing the furniture estimate appears as an appendix to these minutes. Chambers also displayed a poster with pictures of various furniture pieces and wood finish samples.

Nancy Kaltreider proposed the following resolution: *“The Trustees accept the estimate of construction costs (dated 6/1/12) and furniture costs (dated 6/12/12) as presented by the City Librarian. We recommend moving forward with the project.”* The resolution was seconded by John Walsham and unanimously approved.

The Trustees also voiced their preference for a clear finish on the oak furniture rather than a darker finish.

Final Report on Previous 6-Month Goals

The final report on the November 2011 Library goals was tabled until the July board meeting.

FY 2013 budget

Chambers distributed the Finance Department’s draft budget for the Library for fiscal year 2013. The 2013 budget includes funding for a full-time children’s librarian. Chambers is optimistic that the budget will be approved by the City Council at its 6/26/12 meeting. Chambers answered questions about other elements of the budget, including an increase of funding of \$5,000 for an improved interlibrary loan service (LINK+), with costs to be offset by savings on periodicals, processing, and telephone charges.

Review of Accounts/Expenditures from 2012 Budget

This topic was covered as part of the claims report above.

Strategic Plan

Discussion of a new strategic plan was tabled until the July board meeting.

Future Agenda Items

No additional topics were added as future agenda items.

Next regular meeting – July 10, 2012 at 4:00pm

The meeting was adjourned at 5:15pm

Respectfully submitted,
Abbot Chambers, City Librarian

Construction

6/1/12

draft estimates

Construction

What	Cost
Storefront	\$30,000.00
HVAC	\$5,000.00
Electrical (all areas)	\$15,000.00
Data	\$3,000.00
Office doors & workroom (sink, ceiling, windows)	\$15,000.00
Painting	\$5,000.00
Fire sprinklers	\$5,000.00
	\$78,000.00

Other

What	Cost
John McCoy, AIA	\$8,090.00

Total	\$86,090.00
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Furniture Costs

6/11/2012

Ross McDonald Co.

What	Extras	Cost
Service Desk		\$19,950.00
	Wire management tray	\$700.00
	Built in electrical	\$900.00
Credenza behind Service Desk		\$4,775.00
Self-Check Cabinet		\$2,400.00
Reconfigure Steel Shelving		\$13,000.00
	Adult: wood end panels, laminate filler	\$1,400.00
	Kids: Wood end panels, laminate filler, mobile bases	\$3,500.00
Adult computer center		\$8,900.00
	Wire management tray	\$500.00
	Built in electrical	\$900.00
Computer area in Kids Nonfiction		\$1,990.00
	Wire management tray	\$150.00
	Built in electrical	\$250.00
Standing OPAC shelves (2)		\$1,200.00
Mobile gondolas for display (6)		\$15,600.00
Octagon mobile display		\$2,880.00
Demolition		\$1,500.00
		\$80,495.00

Other

What	Extras	Cost
Mobile cabinets for workroom		\$4,200.00
Above-desk storage for workroom		\$7,500.00
Counter tops for workroom		\$2,800.00
Table refinishing		\$3,600.00
		\$18,100.00

Total		\$98,595.00
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