

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
January 8, 2012**

The meeting was called to order by Chair John Walsham at 4:00 pm. Members Patricia DeLuca and Don Means were present. Elizabeth Terplan 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 December 11, 2012 regular meeting were approved as written.

Librarian's Report

Topics covered included the 2012 holiday schedule, a new series of Thursday e-book workshops, the challenges of dealing with patrons who have a strong body odor, and the upcoming spring Sausalito People series of Friday evening programs.

Quarterly Statistics – Q2, 2013

The Board reviewed Library statistics for the time period October through December, 2012. Total circulation of Library materials was up 36.3% compared to the same period in 2011.

Library Budget Report

Chambers distributed a report from the City accounting system showing fiscal-year-to-date total expenditures within the Library's various line items. The Library is under budget six months into the year. The trustees asked Chambers to use the accounting system to prepare a similar report for future monthly meetings. The monthly report would show specific expenditures over the past month within each line item. This new report format would replace the monthly claims report, which will be discontinued.

Council Buddies Update

Walsham reported that Mayor Weiner intends to appoint one of the new council members as liaison to the Library Board of Trustees.

Library Remodel

Chambers updated the trustees on progress with the Library remodel. The construction side of the project is currently over budget but this does not appear to pose a threat to completion. Construction is estimated to be a week behind schedule, with furniture installation tentatively scheduled for the week of February 4th. During the furniture installation phase Library staff will operate a "microlibrary" in the Litho Street lobby. The microlibrary will provide limited services, including hold pick-ups and carts with popular adult and children's materials. Hours will be Monday through Friday from 10am to 6pm and Saturday from 10am to 5pm.

Creation of a Library Building or Expansion Exploratory Committee

The board discussed creating a fact-finding group to consider the long-term future of the Library. The possibility of an expansion or a new building would be among the future scenarios considered. At its next

meeting, the trustees will consider the next steps in future planning and how long-term planning relates to the shorter-term strategic planning process.

Library Policy Manual

Chambers recommended waiting until after the Library remodel is completed to take up the challenge of revising the Library's policy manual. The plan would be to wait until April, May, or June 2013 at which time the board would create a temporary subcommittee consisting of Chambers and two board members. The subcommittee would meet monthly to work on specific sections of the policy manual, then report back to the full Board for discussion and approval of any changes.

Future Agenda Items

Planning for the Library's future.

Next regular meeting – February 12, 2012 at 4:00pm

The meeting was adjourned at 5:40pm

Respectfully submitted,
Abbot Chambers, City Librarian