

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
May 14, 2013**

The meeting was called to order by Chair John Walsham at 4:05 pm. Members Patricia DeLuca, Don Means, Elizabeth Terplan, and Myra Berkowitz were present. Also present was City Librarian Abbot Chambers.

Invite Public Comments

There were no public comments.

Minutes

The Minutes of the April 9, 2013 regular meeting were approved as amended.

Librarian's Report

Chambers reported on statistics from the 3M Cloud Library, the impact of \$0.25 daily overdue fines on the number of overdue DVDs, the library's push into social media, the conclusion of the Sausalito People series of events, and a \$5,000 windfall from the California State Library, to be spent on books before 6/30/13.

Library Budget Report

Chambers distributed a report from the City accounting system showing April expenditures within the Library's various line items.

Council Buddies Update

Walsham spoke with Jonathan Leone at the City of Sausalito Volunteer Recognition Dinner in April. Leone affirmed his support for the Library.

Next Steps in Strategic and Long-term Planning

Joan Frye Williams will be leading a strategic planning session at the Fire Station meeting room from 2-5pm on Thursday, June 6th. Walsham has sent invitations to some community members and is coordinating additional invitations. All members of the Library Board of Trustees will be in attendance, as will Tom Theodores from the City Council, and representatives from the Friends and the Library Foundation. Chambers will be speaking with Williams on Monday 5/20 and will ask her if she would like attendees to do any homework.

Library Remodel Update

- Chambers reported that the Library will be closed on Monday 5/20 for installation of wood tops and ends for the reconfigured metal shelves.
- New mezzanine tables (a gift of the Friends) should be ready for installation in early June.
- Abbot's new desk and table will arrive on Wednesday, 5/15.
- An iPad has been set up in the kids' room.
- Petting Zoo devices will be deployed with a new security system on Monday 5/20.

FY 2014 Budget

Chambers reported that everything looks good for the approval of the library's 2014 budget. The one component that has yet to be settled is funding from Willow Creek Academy to support Erin Wilson's salary. The uncertainty stems from a new headmaster that is taking over at WCA on 7/1/13. Chambers

had a good conversation with the incoming headmaster and believes that a letter of intent will be signed before the City Council votes on the final 2014 budget on 6/19/13.

Rare Books

Chambers distributed a proposal for how to handle the rare books that were formerly kept in glass cases on the main floor of the Library. The proposal called for keeping titles with information about Sausalito and dispersing the rest to the circulating collection, or giving them to other libraries or historical societies, or selling them. Chambers noted that most are not really rare books, but are common titles related to sailing or California history. The approximately 20 boxes of rare books are currently stacked in the closet in the Friends bookstore.

The Trustees decided to consider the proposal for another month, and asked Chambers to provide additional information on the composition of the rare collection. The Trustees may want Chambers to conserve a larger portion of the collection. Chambers will bring a more detailed report on the collection to the next Board meeting and may ask Assistant City Librarian do to some “show and tell” with representative samples. Webb would also explain in greater detail how we would evaluate the collection.

Library Policy Manual

Chambers posited that his preferred approach is to make the policy manual as limited as possible by relying on common courtesy and commonly accepted behavior standards. He will speak with City Attorney Mary Wagner about what content should absolutely be covered and what can be bypassed. He will report on progress at the next Board meeting.

Other Business

Chambers updated Board members on the expiration dates of their terms and when they would hit their 6 year cap for continuous service. Chambers suggested that if the agreement with Willow Creek Academy is formalized, it would be a good idea to bring a Willow Creek parent onto the Board.

Future Agenda Items

- Rare books
- Policy manual
- Strategic planning
- Budget update

Next regular meeting – June 13, 2013 at 4:00pm

The meeting was adjourned at 6:10pm

Respectfully submitted,
Abbot Chambers, City Librarian