

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
June 13, 2013**

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

Invite Public Comments

There were no public comments.

Minutes

The Minutes of the May 14, 2013 regular meeting were approved as written.

Librarian's Report

Chambers reported on the hiring process for a new Library Assistant II to replace Jonathan Hirsch, the current status of the planned collaboration with Willow Creek Academy, plans for new placement of the iPad in the children's room, the Library's social media presence, and the fall 2013 Sausalito People line up. Chambers will also be on vacation for two weeks, from June 19 until July 3.

Library Budget Report

Chambers distributed a report from the City accounting system showing May and June expenditures within the Library's various line items. Chambers reported that the Library is currently under budget for fiscal year 2013, which ends on June 30.

Council Buddies Update

Walsham reported that he would be sending the minutes from the special strategic planning workshop to his buddy, Jonathan Leone, and encouraged others to do the same. Terplan will adopt Tom Theodores as a second buddy and, when a new fifth trustee joins the Board, the new person will take over responsibility for communicating with Linda Pfeifer.

Rare Books

Chambers and Assistant City Librarian Augie Webb presented a plan for evaluating the Library's so called rare book collection. Unfortunately, many of these titles are not rare, nor do they have special significance to Sausalito. Their plan calls for a book-by-book evaluation of the 802 titles in the collection. Titles with Sausalito content or by Sausalito authors will be preserved. Titles in other subject areas will be either added to the Library's circulating collection or dispersed to archival collections at other area libraries, most likely the California Room at the Marin Civic Center. It is also possible that valuable titles that do not meet the Sausalito criteria, and are not wanted by other libraries, would be sold to raise money for the Friends of the Library. Terplan made a motion to follow the guidelines from the plan as presented by Webb and Chambers, provided that they err on the side of preservation of materials. Chambers will be asked to provide regular updates to the Trustees on the evaluation process. The motion was seconded by Means and approved unanimously.

Next Steps in Strategic and Long-term Planning

The Board considered next steps that should follow the strategic planning session with Joan Frye Williams on Thursday, June 6th. It was agreed that Means would endeavor to organize a meeting with the attendees of the June 6 session to discuss the content covered during the session. The meeting will likely take place at the beginning of the Board of Trustees meeting in July. The Board meeting may convene early to accommodate the strategic planning recap. Means will draft an invitation.

Also building on the Williams planning session, Chambers will begin sketching out four or five areas of focus for the Library in the coming years, e.g. community outreach, public programs, new technologies, etc. This will become the basis for a new document that will serve the function of a strategic plan. The areas of focus will help the board make decisions about funding and prioritization of future projects. The document will also encourage experimentation in the areas of focus.

The Board also discussed the possibility of conducting a community survey to better gauge community priorities for the Library, perceptions of the library, and awareness of library services.

Library Remodel Update

- The new tables for the mezzanine (a donation of the Friends of the Library) should be installed soon.
- ADA remediation is complete for the table in the kids' nonfiction area and the sink in the staff workroom.
- Chambers has a new desk and table in his office. New carpeting has been ordered.
- A contract has been signed with Ace Design to conduct a signage design plan for the Library.
- The Library remodel celebration week was a success. The afternoon jazz and the evening poetry and prose reading opened new possibilities for Library programming.

FY 2014 Budget

Chambers reported that everything looks good for the approval of the library's 2014 budget. The one component that still has yet to be settled is funding from Willow Creek Academy to support Erin Wilson's salary.

Library Policies

Chambers met with City Attorney Mary Wagner and City Clerk Debbie Pagliaro. He has also obtained copies of the policy manual of the Belvedere-Tiburon Library. In the coming months, Chambers will begin drafting a new policy manual from scratch. Where possible, he will keep it simple.

Surplus Book Carts

The Board of Trustees gave approval to offer the Library's excess book carts to other City departments or outside institutions like schools or libraries that may be able to use them. The surplus is due to the new, smaller carts that were purchased to better fit the new service desk configuration.

Other Business

Walsham, Terplan, Means, and Chambers thanked DeLuca for her nine years of service on the Library Board of Trustees. At the end of June she will be "termed out," having served two consecutive three-year terms on the Board.

Future Agenda Items

- Strategic planning next steps
- Budget update
- Rare books update

Next regular meeting – July 9, 2013 at 4:00pm

The meeting was adjourned at 5:45pm

Respectfully submitted,
Abbot Chambers, City Librarian