

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
November 12, 2013**

The meeting was called to order by Chair Myra Berkowitz at 4:00 pm. Members John Walsham and Elizabeth Terplan were present. Member Don Means was unable to attend. Also present were City Librarian Abbot Chambers and City Council Liaison Thomas Theodores.

Invite Public Comments

There were no public comments.

Minutes

The minutes of the October 8, 2013 regular meeting were approved as written.

Librarian's Report

Chambers reported on the success of the Sausalito People Program series (total attendance of 475 for seven programs), his November 5th "Library Update" to the Sausalito City Council with children's librarian Erin Wilson, progress on a shared services agreement with the Marin County Free Library for original cataloging services, the Friends Holiday Party on December 8th, the 2013/14 holiday schedule (yet to be finalized), and the passing of Gloria Broder and Karen Gould.

Library Budget Report

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed October expenditures within the Library's various line items. The other showed budgeted amounts and summary expenditures within Library accounts for fiscal year 2014. Chambers reported that everything appears on track, though expenditures on substitute staff will need to be monitored closely.

Council Buddies Update

When a new Trustee is appointed, that person will have Linda Pfeiffer as a buddy.

Rare Books Update

Chambers reported that Augie Webb has finished sorting through the rare book boxes. All books with Sausalito content or by Sausalito authors have been set aside for the Library's archives. The remaining California history titles will either be added to the Library's regular collection or offered to the Anne T. Kent California Room at the Marin Civic Center. Laurie Thompson of the California Room will make the evaluation. After Thompson reviews the books, we may offer the collection for review by other archival institutions (Thompson should be able to give us a good idea if there is likely to be demand elsewhere).

Art in the Library

Chambers reviewed a plan to display works by local artists on the walls of the Library. He displayed a sample of a hanging system to be deployed along the molding between the tall windows. The plan would be to install one of the hanging units on a trial basis. Theodores updated the Trustees on the reconstituted Sausalito Arts Commission. It may make sense for the Arts Commission to oversee exhibits in the Library.

Signage Update

Chambers reported that Richard Graef of Ace Design is almost finished with his preliminary signage plan for the Library. Chambers is pleased with Graef's designs but concerned that the fabrication cost will be prohibitively expensive. Graef will be providing more detail on cost and on options for fabrication.

Update on Trustee Terms and Finding a New Trustee

Chambers reported that two candidates have applied for the open position on the Library Board of Trustees. It is expected that the Sausalito City Council will make the appointment at their November 19th meeting. Early word is that the City Council was impressed with both candidates. One of the candidates visits the library frequently with her six-year old and Chambers thinks that it would be an asset to have the parent of a local schoolchild on the board. Chambers has requested that the candidate who is not named to the open seat be asked to join the board as an alternate. If all goes well, the new member and alternate will be present at the December 10th meeting of the Library Board of Trustees.

Guidelines for Library Use

Chambers presented the latest draft of new behavior guidelines for library users. A revised draft will be presented at the next Trustees meeting based on feedback received at the 11/12/13 meeting. Chambers will also review any changes to the guidelines with the City Attorney. Also needed is agreement from the City Manager to act as arbiter in the event that a Library suspension is appealed.

Future Agenda Items

- Signage update
- Art in the Library update
- Guidelines for Library Use
- Rare books update

Next regular meeting – December 10, 2013 at 4:00pm

The meeting was adjourned at 5:26pm

Respectfully submitted,
Abbot Chambers, City Librarian