

**Minutes of the Meeting of the  
Sausalito Public Library Board of Trustees  
Friends Bookstore  
July 15, 2014**

The meeting was called to order by Chair Myra Berkowitz at 4:00 pm. Members Elizabeth Terplan, Don Means, and Diane Brockob were in attendance. Also present was City Librarian Abbot Chambers.

**Invite Public Comments**

There were no public comments.

**Minutes**

The minutes of the June 17, 2014 regular meeting were approved as written.

**Librarian's Report**

Chambers reported on the following:

- The summer reading program is successfully in progress. 121 children have signed up for the Summer Reading Challenge. The end-of-summer party is Saturday, August 9<sup>th</sup>.
- The photography exhibit by Anselm Galley will remain on display through July 27<sup>th</sup>. Textile artist Marge Benjamin Warren's work will be exhibited from July 27 to September 14.
- Summer Movie Night begins on Thursday, August 7<sup>th</sup>.
- We have a new color printer for the public computers at the Library. Printing defaults to B&W, but patrons can select color. Color printouts will cost \$0.25 per page; B&W will remain \$0.10.
- The first meeting of the Little Free Library committee will be held soon.
- The inventory of Sausalito Library books that began in June will continue in FY 2015. We hope to inventory the entire collection.
- Hoopla Digital, the Library's new streaming and downloadable video product, will launch in August.
- The roster for the fall series of Sausalito People programs is set.

**Library Budget Report**

Chambers distributed a report from the City of Sausalito accounting system showing budgeted amounts and summary expenditures within Library accounts for fiscal year 2014. The Library should come in a few thousand dollars under budget on salaries and wages and a few thousand dollars over budget on books and supplies. An omission by Chambers resulted in the overage in the materials budget; he is confident that it won't happen again in FY 2015.

**Q4 and FY 2014 Statistics**

Chambers distributed statistical reports showing circulation data and other metrics of Library performance. Total circulation increased 15% in 2014 over 2013.

**Council Buddies**

There was no report.

**August Meeting**

A motion was made and unanimously approved to cancel the August 12, 2014, meeting of the Library Board of Trustees. The next meeting will be held on Tuesday, September 9<sup>th</sup> at 4pm.

**2015-16 Library Budget Update**

Chambers reported that the Sausalito City Council passed the Library's FY 2015 budget.

### **E-Book Postcard Report**

Chambers reported that as of July 15, there have been 88 responses to the e-book postcard that was mailed to every residence in Sausalito in June 2014. 59 new library cards have been created. The 88 responses represent a 2.3% response rate so far.

### **Signage Update**

Chambers is now working on the specifications for the alcove signs in the Library and distributed an early digital mockup. He expects to approach the Friends of the Library for a grant at their August meeting.

### **Art Exhibit Policy**

City Attorney Mary Wagner is currently reviewing the Library's draft Art Exhibit Policy, along with the artist waiver and application to exhibit. Chambers expects to be able to distribute final versions for approval in advance of the September meeting.

### **Trustee Terms**

Myra Berkowitz will come to the end of her second term on the Library Board of Trustees on February 1, 2015. John Walsham completed his service on July 1, 2014. Chambers is working with City Clerk Debbie Pagliaro to gather applications for new Board members.

### **Sales Tax Measure**

Chambers briefed the Trustees on the recommendation of a ½-cent temporary sales tax measure for Sausalito, as presented by City of Sausalito Finance Director Charlie Francis at the July 8, 2014, Sausalito City Council Meeting.

### **Future Agenda Items**

- Signage update
- Art Exhibit policy
- Report on Sausalito Library patrons (# of active users etc.)

**Next regular meeting** – September 9, 2014 at 4:00pm

**The meeting was adjourned at 5:45 p.m.**

Respectfully submitted,  
Abbot Chambers, City Librarian