

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
Friends Bookstore
September 23, 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 July 15, 2014 regular meeting were approved as written.

Librarian's Report

Chambers reported the following:

- The 2014 summer reading program came to a successful conclusion in August.
- As of September 9th, 105 responses had been received to the e-book postcard that was mailed in June.
- Artwork by Bill Kirsch is on display in the Library through October 25th.
- Total attendance for the four Summer Movie Night screenings was 108. Another movie night series is being considered for Friday or Saturday nights in January or February.
- Chambers decided not to keep the color printer that was deployed at the public computers in July. It was too loud.
- The Little Free Library committee has settled on a tentative design and location for the free library. It is a "pilings" design that will be placed adjacent to the art car at Napa and Bridgeway. The project is co-sponsored by Galilee Harbor and the Friends of the Library.
- A new digital video and music product has launched on the Library website. "hoopla" is available free to all Sausalito residents.
- The Sausalito People series of events is underway, with five programs every Friday evening through October 17th.

Library Budget Report

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed July and August 2014 expenditures within the Library's various line items. The other showed budgeted amounts and summary expenditures within Library accounts for the fiscal year 2015.

Council Buddies

The Trustees discussed checking in with their Council Buddies to maintain awareness of the Library.

Signage Update

Chambers reported that the first batch of new signs have been deployed in the Library. The new signs include alcove signs and signs for the mobile display shelves. The signs were paid for with a generous grant from the Friends of the Library. Chambers will be meeting with sign maker Victoria Colella in early October to discuss the next phase of the project.

Art Exhibit Policy

The Trustees reviewed new versions of the Art Exhibition Policy and the Art Exhibition Agreement, as amended by the Sausalito City Attorney. The Trustees recommended correcting various typos and grammatical errors. A motion was made to accept the Art Exhibition Policy and Art Exhibition Agreement as corrected. The motion was unanimously approved. [See Appendix I and II]

Time Limits on Library Computers

Chambers reported that there have been recent problems with patrons camping out all day at the Library's public computer stations. He recommended that the Trustees affirm a policy limiting Library users to a total of 3 hours per day of computer time. A draft of the new policy was distributed and a motion made to approve the Computer Station Time Limit Policy as written. The motion was unanimously approved. [See Appendix III]

Trustee Recruitment

Chambers reported that there are two candidates for the Library Board of Trustees. One position on the Board is open now and another will open in February 2015. The City Clerk plans to arrange interviews for the Library Board in late October or early November 2014.

Library Card Statistics

Chambers distributed a page of statistics showing a breakdown of active users of the Library. 1,711 of the Library's 4,854 card holders were active in the past three months. This statistic will be reported with the quarterly statistical dashboards beginning in Q2 2015.

Revision to Bulletin Board Policy

Chambers recommended a minor change to the Library's Hallway Bulletin Board Policy. The addition will add "Announcements of cultural events taking place in Sausalito which are sponsored by for-profit institutions" to the list of permissible postings. A motion was made to accept the Hallway Bulletin Board Policy as revised. The motion was approved unanimously.

Other Business

Means recommended initiating a dialogue within Sausalito about the future of the Sausalito Public Library and its facilities. The Board agreed that this would be a good topic for the next meeting.

Future Agenda Items

- Signage update
- More statistics on library card holders (benchmarks from other libraries etc.)
- Planning for the future of the Library

Next regular meeting – October 14, 2014 at 4:00pm

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Abbot Chambers, City Librarian

APPENDIX I

Sausalito Public Library Art Exhibition Policy

Introduction

The Sausalito Public Library offers a small exhibit area for local artists to display their two-dimensional artwork. The purpose of the art exhibits is to enrich the Library experience for patrons and to provide a venue for local artists to display their creations to the public.

Eligibility

In order to be eligible to display artwork at the Sausalito Public Library, an artist must either reside in the City of Sausalito or rent studio space in Sausalito. Special exceptions may be granted by the Library Art Committee.

Exhibit Area

The exhibit area consists of five hanging rails affixed to wall spaces between and at one end of the large windows in the Library's "living room" (see photo at the end of this document). The three middle spaces are 39" wide and rise to a height that is 11' from the floor to the hanging rail. The right end space is 37" wide. The remaining space, to the far left, is between two windows and is 39" wide but there is less vertical space due to a shelf. Artists are advised to view the exhibit space before submitting an application to exhibit.

Selection Criteria

The use of exhibit space is a privilege, and all exhibit proposals are subject to the review and approval of the Library Art Committee. Decisions about whether an exhibit is appropriate for the Library will be made by the Library Art Committee in consultation with the Sausalito City Librarian. An effort will also be made over time to represent a diverse range of media and styles. Selection criteria include compatibility with the Library setting and appropriateness for adults and children of all ages. Accordingly, the Library discourages proposals that contain images including significant elements of sexually explicit imagery or graphic depictions of violence. The Library Art Committee and Librarian reserve the right to determine the suitability of any proposed exhibition and the right to reject any part of an exhibition or to change the manner of display. In providing a space for art, the Library is not establishing a public forum and is not limited to merely imposing time, place, and manner restrictions on proposed exhibits. The Library does not advocate or endorse the viewpoints of the artists or exhibitions.

Application to Exhibit

Artists interested in exhibiting work should submit an Art Exhibit Application form. Forms are available at the Library information desk and on the Library Website. The Library Art Committee and Librarian review applications as they are received on a first-come, first-served basis. The Library seeks to review application materials within eight weeks of receipt.

Period of Display

For artists whose work is selected for exhibition, the start date and duration of the exhibit are at the discretion of the Library Art Committee and Librarian, in consultation with the artist. The scheduled duration of an exhibit will not exceed two months. Works of art should remain on display throughout

the exhibit period. If a piece is removed before the exhibit period ends, it should be replaced upon removal by another piece.

Hanging and Removal

Hanging and removal dates and times will be agreed upon at the time that the start date and length of the exhibit are determined. The artist must be present for hanging and removal of the artwork, which will typically be done during times when the Library is closed. A Library Art Committee representative will also be present for the hanging and removal of the artwork. Artists are responsible for ensuring that artwork is ready for hanging. Unless other arrangements are made, artwork may only be displayed using the Library's art hanging system. The exhibit must be removed by the artist on the specified date.

Neither the Library nor the Library Art Committee is responsible for any artwork not removed by the date indicated, and Library staff may remove artwork that is not removed by the exhibition ending date.

Supporting Material

Artists are responsible for providing display cards to be affixed to the wall adjacent to their artwork, if desired. Display cards will be affixed to the wall using adhesive putty. An area will also be provided for the artist to make available a biography, cards or a promotional brochure, and contact information that explains how to purchase artwork.

Accessibility

Exhibition artwork is displayed in a public area of the Library in close proximity to tables that are in frequent use by Library patrons. Artists should understand that people who come to visit an exhibition during open hours may have restricted access to artwork, i.e. it may not be possible to get up close to a piece without disturbing another Library user. The right of all patrons to use the Library should not be infringed upon.

Sale of Artwork

Artwork on display may be priced for sale using the aforementioned display cards. However, any sale is the responsibility of the artist and the buyer. The Library is not a sales venue. The Library will not receive payment for artwork, nor will Library staff facilitate art purchases. Sold pieces may be marked as sold by the artist on the display card or may be swapped out for another suitable piece by the artist, subject to the approval of the Librarian.

Liability

The Trustees of the Sausalito Public Library, the Library Art Committee, and the City of Sausalito are not responsible for the safety and care of works on display. Although works will be on display in the same large public area that contains the Library's service desk, there is risk in choosing to display works at the Library. The Library does not assume liability for lost, damaged, or stolen art.

Publicity

The Library may publicize each art exhibit using regular Library publicity channels, which may include local newspapers, the Library website, social media, and flyers within the Library. Any additional publicity is at the artist's discretion and is the artist's responsibility. It is the artist's responsibility to correctly communicate Library hours.

Reception

The Library may allow an opening reception during or after regular Library hours. All arrangements are subject to the approval of the Library Art Committee and the Sausalito City Librarian.

Waiver

At the time an exhibition is scheduled, each artist shall sign an agreement affirming in greater detail the display and liability sections of this document. Failure to sign the agreement will result in cancellation of the exhibition.



The art exhibition area between and adjacent to the large windows in the Library “living room”

Approved by the Sausalito Public Library Board of Trustees on September 23, 2014

APPENDIX II

Sausalito Public Library Art Exhibition Agreement

Dear Artist,

The Sausalito Public Library Art Committee is delighted to be able to show your work at the Sausalito Public Library at 420 Litho Street in Sausalito. Below are some of the details and important dates concerning the exhibition of your work. Please read them carefully, sign the agreement, keep one copy for your records and return the other copy to the Sausalito Library Art Committee at 420 Litho Street, Sausalito, CA 94965.

Name _____ Date _____

Address _____

Phone _____ Cell _____

Email _____ Web site _____

Hanging Date _____ Removal Date _____

AGREEMENT

SECURITY

This agreement is made between the Sausalito Public Library (the "Library") and the undersigned artist (the "Artist"). The Library makes art space available on its walls in order to encourage local artists and to promote their endeavors. In providing a space for art, the Library is not establishing a public forum. The Artist hereby agrees that the Sausalito Public Library Art Committee, as volunteers, the Library, and the City of Sausalito, assume no liability for any damage and/or loss or theft of artwork en route to the Library for exhibit, on return to the Artist, as well for the entire duration of the exhibit. All risk and responsibility for damage, loss, or theft to the Artist's work covered hereunder shall be assumed by the Artist and the Artist, by execution of this Agreement, expressly waives all right to make any claim against or bring any action against those entities named in this paragraph for damage to or loss of art. The Artist agrees to hold harmless the City of Sausalito and the Library, its agents, officers, and employees from any claim, action, or proceeding with respect to the display of artwork under this Agreement. Any damage/loss insurance covering the subject artwork should be arranged solely by the Artist. The Artist

acknowledges that, although works will be on display in the same large public area that contains the Library's service desk, there is risk in choosing to display works at the Library.

HANGING AND REMOVAL

The Artist is responsible for the hanging, removal, and display of his/her work on the designated dates and in the designated art display area of the Sausalito Library. A representative of the Sausalito Library Art Committee will be available and in attendance to assist with the installation and removal. Absolutely no nails or perforation of the wall surfaces is permitted. The suspension hanging system in the exhibit area must be utilized in connection with the hanging of artwork. The exhibit must be removed by the Artist on the specified date. Neither the Library nor the Library Art Committee is responsible for any artwork not removed by the date indicated, and Library staff may remove artwork that is not removed by the exhibition ending date.

LABELS AND DESCRIPTIVE MATERIAL

Artists are responsible for providing display cards to be affixed to the artwork or the wall adjacent to their artwork. If affixed to the wall, adhesive putty will be used. An area will also be provided for the Artist to make available a biography, business cards, and contact information that explains how to purchase artwork. However, the Library is not a sales venue and will not facilitate purchase transactions.

RECEPTION

The Library may allow an opening reception during or after regular Library hours. All arrangements are subject to the approval of the Library Art Committee and the Sausalito City Librarian.

PUBLICITY

The Library may publicize each art exhibit using regular Library publicity channels, which may include local newspapers, the Library website, social media, and flyers within the Library. The Artist will provide medium to high quality digital images to facilitate Library publicity. Any additional publicity is at the Artist's discretion and is the Artist's responsibility. It is the Artist's responsibility to correctly communicate Library hours.

VIEWING AND DISPLAY

Exhibition artwork is displayed in a public area of the Library in close proximity to tables that are in frequent use by Library patrons. Artists should understand that people who come to visit an exhibition during Library hours may have restricted access to artwork, i.e. it may not be possible to get up close to a piece without disturbing another Library user. The right of all patrons to use the Library should not be infringed upon. Artists are permitted to hang their work only on the walls with the provided hanging apparatus. No 3-D work can be displayed and no art is shown from the floor.

SALE OF ART WORK

Artwork on display may be priced for sale using the aforementioned display cards. However, any sale is the responsibility of the Artist and the buyer. The Library is not a sales venue. The Library will not receive payment for artwork, nor will Library staff facilitate art purchases, other than directing prospective buyers to the Artist's contact information. Sold pieces may be marked as sold by the Artist on the display card or may be swapped out for another suitable piece by the Artist, subject to the approval of the Librarian.

Signed: _____ Date: _____

Artist

APPENDIX III

Sausalito Public Library

Computer Station Time Limit

The Sausalito Public Library offers internet access and popular software applications to its patrons at desktop and laptop computers in the library. In order to ensure that computer time is available to a large number of library users, library patrons are asked to limit their total usage to 3 hours per day and to use one computer station at a time. The 3-hour time limit applies to usage at a single sitting (or “standing” at a standing station) or spread out over the course of a day. The limit likewise applies to computer use at a single station or at multiple stations. This limit does not apply to the library’s catalog computers, nor does it apply to people who bring their own devices to the library.

Library patrons who fail to comply with the library’s Computer Station Time Limit policy will be subject to the Guidelines for Library Use policy, which dictates steps to take with those “Engaging in disruptive behavior which interferes with the right of other library patrons to use the library.”

Approved by the Sausalito Public Library Board of Trustees on September 23, 2014