

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
Friends Bookstore
January 13, 2015**

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

The January 2015 meeting of the Library Board of Trustees is the final meeting for Trustee Myra Berkowitz, whose second three-year term ends on February 1, 2015. The Trustees thanked Berkowitz for her service to the Library and the community over the past six years.

Invite Public Comments

There were no public comments.

Minutes

The minutes of the December 9, 2014 regular meeting were approved as written.

Librarian's Report

Chambers reported the following:

- The Library has received gifts from the Friends of the Library of a new P.A. system and new lectern.
- A large and diverse array of adult programs is being offered by the Library this winter, including a documentary film series and a museum docent series.
- The "gingerbread library" created by the library staff was awarded "Best Sausalito Depiction" in the 2014 Sausalito Chamber of Commerce Gingerbread House Competition and Tour.
- The iPad Mini giveaway had 255 entries as of January 8th.
- Digitization of the Sausalito News from 1923-1957 has been completed and is available via the Library website. The digitization was a gift of the Sausalito Library Foundation.
- The pilings for the Little Free Library have arrived. We are now looking at a spring 2015 completion date.
- Library discards will now be going to the Salvation Army in addition to the Internet Archive.
- Work on a full inventory of the Library's print collections has begun again.
- Chambers expects to be adding new substitute librarians to the Library's sub list for the Reference Desk.

Library Budget Reports

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

Q2 2015 Statistics

Chambers reviewed a report covering a variety of Library performance measures for the period September to December, 2014.

Council Buddies

Terplan reported that she sent a letter on behalf of the Trustees to new Sausalito City Council member Jill Hoffman. A copy of the letter is appended to these minutes.

Trustee Interviews

Chambers reported that City Manager Adam Politzer will be asking the City Council agenda committee to schedule Library Trustee interviews in the near future. Interviews are typically held before City Council meetings. As of February 2015 there will be two open slots on the Library Board of Trustees.

City of Sausalito Strategic Planning

Chambers reported that the strategic planning session originally slated for December 2014 will not be rescheduled.

Signage Update

Chambers reported that round two of the signage project has been completed.

Amendment to Guidelines for Library Use

The Trustees unanimously approved the following addition to the list of “types of behavior [that] may result in warnings, expulsions, or suspension of library privileges”: “Consuming alcohol or possessing open alcohol while present in the library, unless the alcohol is served as part of a library event.” The text “is given” was also added to the list of violation responses, such that FIRST VIOLATION now reads, “Verbal warning is given.”

Materials Selection Policy

The Trustees reviewed a draft of revisions to the Sausalito Library Materials Selection Policy, which was last amended in January 2000. Additional minor changes were made to the draft, which was approved unanimously. A copy of the revised Materials Selection Policy is included as an appendix.

Other Business

There was no other business.

Future Agenda Items

- Appointment of a new Chair for the Library Trustees
- Trustee interviews
- Signage update

Next regular meeting – February 10, 2015 at 4:00pm

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,
Abbot Chambers, City Librarian

Appendix A: Letter to Councilmember Jill Hoffman

December 10, 2014

Dear Jill,

Congratulations on your election to the Sausalito City Council. We, the Trustees of the Sausalito Library, look forward to getting to know you and working with you.

Because the Library is under the auspices of the City, we maintain close communication. Tom Theodores is the current liaison between the two institutions, attending our monthly meetings when he can. In addition, each trustee has a “buddy” on the City Council. As soon as a new trustee is selected in January, he or she will be appointed your “buddy.”

In the meantime, we would be happy to give you a special tour of the Library, introduce you to our excellent City Librarian Abbot Chambers, or welcome you at one of our meetings (4 p.m. on the first Tuesday of each month).

The Library has often been called “the living room of Sausalito.” Not only is it a comfortable space for daily reading, researching, and relaxing, but also it has become the place for many interesting events and programs. We are enclosing announcements of just a few of those, hoping that your busy schedule might allow attendance at one of them.

With good wishes on your new role in Sausalito,

from the Trustees of the Sausalito Library –

Myra Berkowitz

Diane Brockob

Don Means

Elizabeth Terplan

Appendix B: Revised Materials Selection Policy

Sausalito Public Library

Materials Selection Policy

PURPOSE OF THE MATERIALS SELECTION POLICY

The purpose of the Materials Selection Policy is to define the criteria and principles by which library selectors make decisions about the selection and retention of resources and materials for the collection of the Sausalito Public Library.

PRINCIPLES OF SELECTION

- a. Materials are selected which provide for the interest, information, entertainment, education, enrichment, and/or self-improvement of library patrons. Additional criteria include:
 1. Favorable attention by critics or reviewers
 2. Amount of similar material already in collection
 3. Extent to which an item may be available elsewhere in the community or easily available online or via interlibrary loan
 4. Community demand and interest
 5. Availability for purchase and/or cost of the item
 6. Reputation and authority of author, artist, producer or publisher
 7. Format and durability of the item
 8. Currency of the information presented
 9. Space available on the library shelves
- b. In choosing materials to suit a variety of tastes, differing viewpoints will be included. Some materials chosen may be offensive, shocking, or boring to some readers, but meaningful and significant to others.
- c. The library recognizes the importance in a democratic society of allowing individuals to form their own opinions on issues, particularly controversial issues, and therefore may acquire materials of a controversial nature. It should be clearly understood and emphasized that the library does not endorse all opinions expressed in the materials stocked.
- d. The Sausalito Public Library subscribes to the guidelines set forth in the American Library Association's [Library Bill of Rights](#).

- e. Responsibility for the materials used by minors rests with their parents or guardians. The library does not act *in loco parentis*.
- f. Materials in new media formats, including digital media, are considered for their value as unique works, patron demand, and the likelihood that the Library's patrons have access to equipment necessary to use materials in that format. As a medium becomes obsolete, the library will no longer purchase materials in that format. If an individual work is of enduring value, effort will be made to replace it in current media. In some circumstances, the same work may be acquired in more than one format.
- g. In certain cases, the library will subscribe to digital collections consisting of a large number of individual works, like e-books, magazine articles, or movies. In these instances, the collection will be evaluated as a whole rather than based on a review of individual works in the collection.

RESPONSIBILITY FOR SELECTION

- a. The responsibility for materials selection lies with the professional librarians on the staff. Other staff members and the general public may recommend material for consideration.
- b. In making selections, professional staff of the library should do so in a manner based upon reason rather than prejudice and judgment rather than censorship.

METHOD OF SELECTION

Librarians select materials using a variety of methods which may include:

- a. Reading reputable sources of reviews and recommendations
- b. Examining actual copies in stores, from vendors, or received as donations
- c. Personal knowledge of material
- d. Requests and recommendations from the public

ALLOTMENT OF MATERIALS BUDGET

- a. A proportion of the budget will be used for juvenile and young adult materials.
- b. Replacements for lost, missing and long overdue titles will be purchased if they are still available and still of value to the library.

- c. The library's basic collection will be continually evaluated and updated. Gaps in the collection will be filled as needed. The goal is to build as broad and strong a collection as possible within the space and budget limitations of the library, while considering the particular needs of the community.

PLACEMENT OF MATERIALS

- a. Placement of the materials within the library is a professional decision.
- b. Access to materials will only be restricted when there are space constraints or when it is necessary for the protection of the materials.
- c. Criteria for placement are:
 1. Assigned classifications, according to a formal classification scheme
 2. Format
 3. Susceptibility to loss or damage
 4. Rarity or cost

CHALLENGES

Residents of Sausalito who wish to challenge an item in the library collection or the placement or categorization of an item in the collection will be given a copy of the Sausalito Library's Materials Selection Policy to read. If the resident still wishes to petition for removal or re-categorization of an item, he or she should submit a written request to the City Librarian that includes the following details:

- Name of the person making the challenge
- Contact information of the person making the challenge
- Title, author, and format of the item being challenged
- Detailed explanation of the reason for the challenge (including supporting material if available)

The City Librarian will respond to the challenge within 30 calendar days.

COLLECTION MAINTENANCE

Maintenance of the library collection through constant re-evaluation by library staff ensures its continued usefulness and relevancy to the community. Condition, content, inherent value, and use are the primary criteria used to determine the continued retention of materials in the collection. Specific evaluation criteria include:

- Age of an item and the currency of its contents
- Condition of the item, including any damage

- Circulation of the item as determined by an analysis of data from the library's circulation system
- Relevance to observed and anticipated community needs and desires, including long-term local historical significance or interest
- Unnecessary duplication
- Physical space available on the Library shelves

Withdrawn materials may be considered for replacement if they are still deemed necessary to the collection. Damaged items are evaluated based on cost of repair and the availability of newer or better materials on a subject.

Approved by the Library Board of Trustees
Feb. 9, 1983

Amended by the Library Board of Trustees
January 13, 2000

Amended by the Library Board of Trustees
January 13, 2015