

**Minutes of the Meeting of the  
Sausalito Public Library Board of Trustees  
Friends Bookstore  
March 10, 2015**

The meeting was called to order at 4:05 pm by Chair Diane Brockob. Trustees Don Means, Elizabeth Terplan, Dale Barnes, and Judianne Eynon were present. Also present were City Librarian Abbot Chambers and Jay Hamilton-Roth, a visiting Trustee of the Mill Valley Public Library.

**Invite Public Comments**

There were no public comments.

**Welcome to New Trustees and Introductions**

The Trustees welcomed Judianne Eynon and Dale Barnes, both of whom were appointed to the Library Board of Trustees on February 24, 2015, by Sausalito Mayor Tom Theodores. The welcome was followed by a round of introductions.

**Minutes**

The minutes of the February 10, 2015 regular meeting were approved unanimously.

**Librarian's Report**

Chambers reported the following:

- Steps have been taken to reduce theft from the Library's Bestseller DVD collection. The Bestseller DVD shelf has been repositioned and warning signs have been deployed.
- The Library is saddled with a microfilm and microfiche reader/printer. Although outdated, the machine is the only way for us to provide access to Sausalito newspapers published between the years 1958 and 2014. The Community Development department also uses the machine to provide public access to plans on microfiche.
- A 7" Samsung Galaxy Tab 4 is being added to the Library's "Tech Test Drive" table.
- The Library will be purchasing some new step stools to improve access to the collections.
- The new lectern has arrived and meets all specifications. The lectern is a gift of the Friends of the Library.
- The Little Free Library remains a work in progress. A launch date of summer 2015 now seems possible.
- Chambers will be on vacation from March 12 to March 28.
- The 2016 City of Sausalito budget process is underway. Chamber expects no major changes from 2015.

**Library Budget Reports**

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed February and March-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.

**Council Buddies**

Buddy assignments were discussed for the new Trustees. It was agreed that Dale Barnes would take on the buddy role with Jill Hoffman and that Judianne Eynon would take Herb Weiner as a buddy.

### **Signage Update**

Chambers showed a photo mockup of phase three signs for the Library. Phase three will consist of large signs that identify the Fiction, Mystery, Biography, Young Adult, Science Fiction, and Non-Fiction collections. The Friends of the Library have granted up to \$1,250 toward the purchase of the signs. Chambers will be working with City of Sausalito Building Inspector Kenneth Henry to ensure that the hanging signs are properly anchored.

### **Fines on Children's Materials**

Chambers reported that the Marin County Free Library is expected to cease charging fines on children's materials later this spring. He recommended that the Sausalito Library join that experiment. Patrons will continue to be billed for lost and long overdue items. Lost revenue is estimated at less than \$2,000 per year. Means made the following motion: "I move that we adopt a no-fines policy on children's materials." The motion was seconded by Brockob and approved unanimously. Chambers was directed to follow the MCFL timetable for adoption and to provide a status report when the new policy has been in effect for six months.

### **Long-Range Planning Study**

The Trustees discussed conducting a long-range planning study to ascertain community interest in new or expanded library services and spaces. Means distributed a draft resolution (see Appendix A) directing the Trustees to appoint a community task force to oversee such a study, which would be funded by the Sausalito Library Foundation. It was agreed that the Trustees would take the next month to review the resolution.

### **Future Agenda Items**

- Budget update
- Signage update
- Long-range Library planning study

**Next regular meeting** – April 14, 2015 at 4:00pm

**The meeting was adjourned at 5:55pm**

Respectfully submitted,  
Abbot Chambers, City Librarian

DRAFT RESOLUTION

*“Given the condition of the Library Civic Center, as an aging structure with elements needing to come under compliance under ADA, the Library Board of Trustees sees an opportunity to consider a long term look at the future of the Library. The Trustees propose formation of a broad-based, representative community task force to oversee a long range planning study commissioned by the Library Foundation to ascertain projected community interest for new or expanded services, physical and digital materials as well as use-specific spaces for the next 20 years.”*