

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
Friends Bookstore
January 12, 2016**

The meeting was called to order at 4:05 p.m. by Chair Diane Brockob. Trustees Don Means, Elizabeth Terplan and Judianne Eynon were present. Trustee Dale Barnes was unable to attend.

Invite Public Comments

There were no public comments.

Minutes

The minutes of the November 10, 2015 regular meeting were amended and approved.

Librarian's Report

Chambers reported the following:

- A new biweekly library email newsletter launched on January 4. The first issue was sent out to 423 subscribers, all of whom explicitly requested to receive it.
- A new book drop for the Litho patio is on order. The book drop is being purchased with funds from a Friends of the Library grant.
- The hiring process is underway for two new hourly library assistants and two new hourly reference librarians.
- We have a busy program schedule for adults and kids in January and February.
- Artwork by artists from Sausalito's anchor-out community will be on display in the Library from January 8 until February 6.
- This month, the Library's primary book vendor will begin supplying us with improved bibliographic records as part of our upgrade to the Brodart "Compleat Book-Serv" (CBS) book processing service.

Library Budget Reports

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed November and December expenditures within the Library's various line items. The other showed budgeted amounts and summary expenditures to date in the Library accounts for the fiscal year 2016.

Q2 Statistical Report

Chambers distributed a spreadsheet detailing the Library's performance for the quarter according to various metrics. The spreadsheet compares numbers from Q2 2016 to Q2 2015. Means requested additional reports that would make it possible to compare consecutive quarters over a period of time.

Council Buddies

There were no reports.

Signage Update

Chambers reported that signage for the Library's children's collections has been completed and installed. The next signage phase will cover hallway signs and the Library book drops.

Update on Connecting the Library to the CalREN Internet Backbone

Chambers reported that the monthly costs for connecting the Sausalito Library to the high-speed CalREN internet backbone are expected to be in the range of \$100/month. All other costs will be covered by state and federal grants or by reserves from MARINet. Deployment will be completed by July 2017.

ADA Planning and Remodel 2

Chambers reported that the City of Sausalito will be creating an ADA advisory committee to make recommendations to the City on the prioritization of ADA projects based on the ADA Transition Plan. He expects that the committee will be formed within the next couple of months. Chambers expects that Library remediation projects will be given a high priority. Once a priority is established for the Library, the Trustees will be able to move forward with recommending any additional modifications to the Library, e.g. expanding the Children's Room and relocating the office of the City Librarian. If the prioritization process lags, the Trustees will discuss other measures for moving the Library project forward.

Other Business

There was no other business.

Future Agenda Items

- ADA Planning and Remodel 2
- Signage update
- CalREN update
- Appointment of Board Chair and Vice Chair for 2016
- Trustee openings in 2016

Next regular meeting – February 9, 2016 at 4:00 p.m.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,
Abbot Chambers, City Librarian