

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
January 2008**

January 22, 2008

The regular meeting of the Sausalito Public Library Board of Trustees was called to order by Chair De Luca at 5:30 p.m. Members Kaltreider, Stroman, Ware and Whitaker were present.

Minutes-The Minutes of the December 13, 2007 meeting were accepted as distributed.

Library Operations Reports

Claims, Librarian's Report were reviewed and accepted
2nd Quarter Statistical Report was accepted. The drop in Reference Assistance (27%) and Patron Assistance (16%) was noted. The City Librarian will track this reduction and try to see if there's an explanation other than that fewer patrons are asking for assistance.

Trustee Business

Strategic Plan update –The City Librarian shared a grid that summarizes how well the Library is positioned to provide each of nine service responses that were highly rated by the Strategic Planning Committee, a Community Survey (conducted online, in the Library and distributed to community groups). She also asked the Board to take the survey in order to poll their top ratings. The Strategic Planning Committee will meet on January 23 to narrow the service responses to the top four. Next steps will be to write the plan, present it to the Board and Strategic Planning Committee for their review, and present it to the City Council in March.

CompuLab update- The six additional laptops and a network printer have been purchased and are in the process of being set up. Staff is still investigating security for loaning laptops in the Library.

Digitization Project-Member Stroman reported that she has scanned photographs (Sausalito waterfront-mostly people photos) taken by local photographer Bruce Forrester. She has also recorded information about each photo. She will look into a grant from the California State Library to help the Library create a digital collection of photographs. Part of the grant requires that a Library staff member be trained.

Catalog Station and Self-Checkout Station- *The Board approved (M/S Stroman/Ware, all in favor) of up to \$5,000 from the Building Fund to purchase equipment, software, licenses for an additional catalog station and patron self-checkout station.* Both of these stations will be located on top

of the CD cabinet in the New Books area. Wherever possible we will use surplus equipment from the City's IT department.

Outreach to Seniors- Augie Webb conducted a special basic Internet class for the Edgewater Seniors on January 15.

NEXT MEETING- February 14, 2008. TIME CHANGED to 4:30 pm.

The meeting was adjourned at 6:40 pm.

Respectfully submitted,

Mary Richardson,
City Librarian