

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
June 12, 2008**

The meeting was called to order at 5:30 by President De Luca. Members Stroman, Ware and Whitaker were present.

Minutes- The Minutes of the May 8 meeting were approved as distributed.

Claims- The Claims were reviewed and accepted.

Librarian's Report- The written report was accepted.

There were a few questions about the CHIC committee's recommendations. The first phase of improvements will include repainting the hallway in City Hall, installing additional light fixtures and installing some directional signage in the halls.

2008 -2010 Budget

The Council held its second budget hearing on June 10. They made no changes to the original recommendation of reducing the book budget by \$53,000 and Sunday hours for one year (\$12,000). The Friends have agreed to donate \$53,000 toward the book budget cut and \$6,000 toward half the Sunday hours and try to find donors for the other \$6,000.

The Council did say that at midyear, if the budget allowed, they would consider restoring the Sunday hours.

The Board noted that the "Library Expenditure History" chart used in the first budget hearing did not reflect the \$50,000 contribution per year in 2004, 2005, and 2006. They asked the Librarian to be sure that the Friends contribution (for 2004, 2005, 2006 and 2008) was acknowledged in the final budget document.

Library Fees

The City Librarian said that since the Library's postage budget hasn't been increased in at least 5 years and, since postage has increased, the Library needs a way to cover the cost of mailing out of system interlibrary loans. The Board asked her to track the cost over the next 6 months and determine an average cost for postage per mailing. They will use this information to determine an increase to the charge for out of system interlibrary loans. They also asked her to see that if the charge was increased, could it go back into the postage budget to recover the cost.

Strategic Plan

The Board reviewed a list of Strategic Plan activities that were prioritized by staffing and funding required. The first level on the list (those that can be done with existing staff and resources) are already happening. They include:

- Conduct 25 one-on-one computer / Internet training sessions with adults per year (currently around 12-15 per year)
- Withdraw approximately 3,300 out-of-date, no longer relevant, and damaged items per year
- Provide library users with a comfortable physical space for quiet activities
- Provide Library users with at least 12 computer workstations with Internet access (currently provide ten)
- Present weekly story time for 3-5 year children
- Present at least nine special programs for all children throughout the year (puppeteer, magician, wildlife program, etc.) with a special focus on summer programs
- Develop a parenting home page with links to parenting sites

The Board noted that the City Hall Improvement Committee (CHIC) project overlaps with several of the features of one of the strategic plan activities (provide residents and Library users with a more welcoming lobby and hallway space...) It is expected this project will get underway in the upcoming year.

Since most of the other activities on the list require increased staffing and/or funding, the Board grouped the ones they would like to accomplish in the first year or two into potential grants to the Sausalito Library Foundation. They asked the City Librarian to begin outlining grants for the following: 1) Children's Specialist 2) E newsletter to Sausalito residents with library cards 3) Digitization project.

CompuLab

The Laptop lending program started on June 1. Patrons are very pleased to have the additional two computers. They can be borrowed (for use in the Library) for 2 hours at a time, Monday – Friday from 10-5 pm. Borrowers must be Sausalito residents with library cards in good standing.

Election of Board Chair

Betsy Stroman was elected the Chair of the Board for the next year.

Upcoming Board Vacancies

Member Ware and Whitaker will not be applying for second terms, leaving two positions vacant. The Board will encourage members of the community to apply.

The meeting was adjourned at 6:10pm

Next meeting - July 10 at 4:30 pm

Respectfully submitted,
Mary Richardson, City Librarian

