## Minutes of the Meeting of the Sausalito Public Library Board of Trustees

December 14, 2006

The regular meeting of the Sausalito Public Library Board of Trustees was called to order on December 14, 2006 by President Bair. Members Follett, De Luca, Geisler, Ware and Whitaker were present.

Minutes- The Minutes of the November meeting were approved as distributed.

## Library Operations Reports

- <u>December Claims</u> were reviewed and accepted.
- <u>Librarian's Report</u> Some changes need to be made in the Library in order to comply with ADA requirements. A list and specifications are being developed.
- <u>Library recruitments</u>-The Librarian II position closes on December 15, and the Library Assistant II position on December 29.
- Senior Library Assistant Phyllis Brickman will retire on December 29, 2006. Peggy Gill will be promoted into the Senior Library Assistant position on January 1, 2007.

## **Trustee Business**

- The Board decided to make a report summarizing the library budget and fundraising efforts since FY 2002-03 (when the Library budget was first reduced at midyear) to the City Council at its second meeting in January or, at its first meeting in February. President Bair and the Librarian will work on the report and President Bair will present it.
- As soon as the Board learns who the Council names as the next liaison to the Board they will invite him/her to the next Board meeting.
- President Bair and the City Librarian will review the goals she listed for the new Pay for Performance Plan and work on objectives for them. The City Council will be reviewing the plan at its January 9 meeting.
- Member Geisler has the names of web designers who have worked on library websites. She will forward their names to the Librarian.
- The Sausalito Library Foundation reported its achievements of the past year at its December meeting. The Foundation Board will be working on annual goals in January. Foundation President Follett will forward the achievements and the proposed goals to the Library Board for their review and comments. He mentioned that the Foundation sees the need to complete a Fundraising Strategic Plan before a general strategic plan for the Library is developed.

The meeting was adjourned at 5:10 pm Next meeting – January 11, 2007.

Respectfully submitted, Mary Richardson, City Librarian