

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
July 14, 2009**

The meeting was called to order by President Kaltreider at 2:05pm. Members Berkowitz, DeLuca, and Stroman were present.

Minutes

The Minutes of the June 9 meeting were approved as corrected.

Library Operations

Claims- The July Claims were reviewed and accepted

Librarian's Report- The Board discussed the written report.

Statistics (4th Quarter & Annual)- Notable annual increases: Juvenile materials circulation +22%, DVD circulation +22%, Books on CD circulation- +19%, Reference questions +31%, patron assistance +25%, Internet use +18%, Museum Passes circulation +102%.

Changes to Library Fee Schedule- A new charge of \$3 per item for out-of-system interlibrary loans will go into effect on August 1st giving patrons around a month to be informed of the change. The increase will cover the cost to package and mail the materials. The other changes were a clarification of the notary charge (\$10 *per signature*) and the elimination of the passport acceptance charge (since the service is no longer offered).

Proctoring service- Since there are currently fewer volunteer proctors, staff (Peggy Gill) has had a harder time scheduling proctors. Suggestions have been made to raise the fee or limit the service to Sausalito residents but the staff and Board decided to wait until September to take any action.

2010 Budget- The Council approved a \$684,927 Library Budget for FY 2009-10. This includes a \$53,000 contribution from the Friends for books and \$34,982 contribution from the Library Foundation for the Children's Grant. The Council also approved restoring general fund support of Sunday hours, raising Library Pages to Marin County median wages, and increasing annual technical support for public internet stations. The remaining supplemental request is to restore the book budget (\$53,000). The Council understands that the Friends won't be able to sustain support at this year's level.

Library Capital Improvement Fund- \$87,500 of the Library's Capital Improvement Fund has been earmarked for ADA improvements (bathrooms, windows, doors) in City Hall leaving approximately \$40,000 in the fund. The Board is concerned since this could affect future capital improvement funding needs for the Library.

Trustee Business

Focus/Projects in the upcoming year (based on Strategic Plan)

- Children's Grant
 - a. Kaltreider and DeLuca will represent the Trustee's point of view with regard to the implementation of the grant over the next year. They understand there is already a schedule and list of deliverables that have been agreed upon but also realize adjustments may be necessary as we proceed and will be ready as needed to provide Trustee feedback and oversight.
 - b. Children's Specialist Natalie McCall has been asked to keep a weekly log of her activities which will be compiled into a monthly report. This will help track the progress of the grant and provide updates for the Library Foundation, Trustees, and Council.

- Improve Library's Opening Page

The Board has previously discussed the possibility of improving the Library's opening page in a way that keeps it tied to the City's website but gives it more 'real estate'. This would enable the Library to feature new programs, materials and services more prominently than it is currently able to do. Mill Valley Library has done this with their webpage and its relationship to the City of Mill Valley website. They used the same company that Sausalito used to create their website. It would cost approximately \$14,000. The project would first need to be reviewed by the City Finance Committee.

- Library Space Planning

Trustees Gieselmann and Terplan will meet on August 8 to discuss potential stakeholders to include on the Library space committee that the Council has asked the Board to name by October 2009. In addition to Libby Wilkinson (Friends), Don Means (Foundation Board) JoAnn Goldschmidt (Foundation Advisory) it has been suggested that there be representatives from the Historical Society, Park & Recreation staff and Commission, and Sausalito Foundation. The City Engineer has said he would like to be on the committee.

Council Buddies

The Board will contact their Council buddies to thank them for the improvements to the Library's budget.

Elect Vice Chair

Myra Berkowitz was elected Vice Chair. If Kaltreider isn't present Berkowitz will chair the meeting. If neither Kaltreider nor Berkowitz is present, past chair Stroman will chair the meeting.

Children's Grant-report to Council

The report to the Council has been postponed until September 1st or 15.

Next meeting- September 8 at 2:00 pm

Respectfully submitted,
Mary Richardson
City Librarian