

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
October 13, 2009**

The meeting was called to order at 2:00 pm by President Kaltreider. Members Berkowitz, Gieselmann, Stroman and Terplan were present.

Minutes

The Minutes of the September 8 meeting were approved as distributed.

Library Operations

- Claims- The October Claims were reviewed and accepted
- Librarian's Report-The Board had no comments on the written report.
 - a) The Librarian reported that the Discovery Museum has donated a membership to the Library. The membership comes with two museum passes each of which admits up to 6 people. The passes will be available for loan beginning on October 15.
 - b) The Library will probably be closed additional days in December. The City Manager plans to close City Hall the last two weeks of December and close the Library December 24-26 and December 31- January 2. The closure is pending approval by the Council and union.
 - c) A donations feature on the MARINet opening page will be activated by the end of November. This feature will allow people to donate (using the system's Paypal) to specific libraries and specific library support groups.
 - d) Correspondence-The Library received a letter from Tami Stewart (one of our sailboat cruising patrons) that said the following:

"Thank you to all the working persons at the Sausalito Public Library. Libraries are thrilling universes of "free" knowledge. Technically, my tax dollars support them but it is the one resource I can unequivocally vote yes for using public funds. During my five-month sojourn in Sausalito, I spent many hours enjoying the myriad of audio books, music CDs, DVDs and hardbacks provided through the Marin system. I was a visitor on a \$20 visitor card and was extremely grateful for that option. My 'home' library was the Civic Center facility in Sausalito. I want to say thank you to all the librarians who were unfailingly kind and helpful. The Sausalito Library is one of the gentlest libraries I've ever utilized. And, as I've utilized libraries around the world, I think that is saying a great deal. Thank you very much for great service and great resources!"
- First Quarter Statistical Report- The Statistics were accepted with a few corrections. The corrected report will be brought to the November meeting. Increases of note: Total Circulation up 10%, Juvenile materials up 26%, Reference questions up by 32%, Reserves and requests up by 30%, Internet use up by 35%

Trustee Business

- Children's Grant –The Board discussed the written quarterly grant report. The milestones for the first quarter have been met and work on future milestones has begun. The budget is also on track. The Librarian reminded the Board that there will be a presentation (by Augie Webb and Natalie McCall) to the Council on the grant at its October 20th meeting.
- Space Committee- The Board reviewed the written report on the meeting attended by the City Manager, Public Works Director, Librarian, and Board members Terplan and Gieselmann. The Library has been asked to do some homework-analyze space/program/shelving needs for its children's section as well as analyze how the space on the top and bottom floor of City Hall can be more efficiently utilized. The Librarian also mentioned a meeting she had with the Parks and

Recreation Director and Public Works Director. The Parks and Recreation Director will print out a month's worth of schedules for publicly used rooms such as the Edgewater Room, Game Room, Exercise Room, Council Chambers and Conference Room to contribute to an analysis of the number of hours each of these rooms is used. Usage of the Friends and Historical Society Rooms will also be included. The Public Works Director suggested he would submit a status report to the Council on the condition and uses of City buildings (including City Hall, the Corporation Yard, and the MLK property).

- Transition Planning- The City Librarian will check with the City Attorney about the selection process and who has ultimate authority in the selection of the City Librarian.

The meeting was adjourned at 3:30pm

Next meeting – November 10, 2009 at 2:00 pm

Respectfully submitted,

Mary Richardson
City Librarian