

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

October 28, 2004

The meeting was called to order at 6:00 pm by President Follett. Members Bair, Geisler, Porter and Whitaker were present.

Minutes

Page 2, first bullet point: change "collected" to "committed". The Minutes were approved as corrected.

The order of items was changed so that Member Bair (who had to leave early) could be present for the Trustee business section.

Trustee Business

a. Space Improvements-PAINT & CARPET POLL: The City Librarian reported on the results of the public poll taken on the proposed paint and carpet colors. Out of 94 responses 54 people wanted to keep the existing colors, 36 liked the proposed colors and 4 liked neither. 60 people liked the proposed carpet color (which goes with both color schemes), 24 did not and 10 said neither. 12 people commented that they had a strong negative reaction to the proposed green, 8 people commented positively about the proposed colors, 13 people commented positively about the existing colors and 4 people thought we shouldn't paint at all but spend the money on books (which is not something we can spend this project's funding source money on). The Board felt that 94 responses was not a large enough public sample and decided to extend the survey until January 2005. The City Librarian was asked to publicize this extension of the survey period and make signs that draw more attention to it so that we can gather more responses. She will communicate this to the two volunteers that worked on the new color scheme (Libby Wilkinson and JoAnne Goldschmidt). The City Librarian also mentioned that one of the Library's original architects (Mary Griffin Turnbull) stopped by and pointed out that the carpet squares may buckle up on the Library's uneven floor surface (especially near the Circulation Desk). The City Librarian will ask JoAnne Goldschmidt about this.

YA BOOKCASE-ACTION ITEM: The Board approved a \$568 expenditure from the Library Building Fund to purchase a bookcase for Young Adult books. There is no more space to shelve them and the collection is quite popular.

b. Library Centennial Fund update-The total of committed funds continues to rise. It's now around \$65,000. A campaign steering committee has been formed (members to date: Sue Hock, Roxanne Sheridan, Mary Lou

Anderson, Lee Follett, Barbara Geisler, Mary Richardson). Sue Hock's parties, at which folks agreed to ask individuals (by mail, phone, or in person) to donate to the fund, have begun to show results. The second version (Fall 2004) of the brochure will be mailed to all postal patrons in Sausalito in early November. At the same time a list of donors to the Centennial Fund will be listed in the Marin Scope.

- c. Patron Survey-The Library usually conducts a patron survey every five years to help us determine the direction our programs, services and materials. **ACTION ITEM:** Members Porter and Bair will arrange a meeting to review and update the past survey questions.
- d. Board Governance Document-The Board adopted the Board Governance document that outlines the Board's purpose, roles and responsibilities. The Goals listed will be updated annually.
- e. Board Bylaws-Member Whitaker is working on updating the Board Bylaws and will put them on the Board Agenda to discuss when she has completed updating them.
- f. Library Foundation-It was decided that more information needs to be gathered and libraries with foundations consulted before we take any steps toward creating a Library Foundation. President Follett mentioned that there was a Bay Area Library Foundation Group. This also needs to be discussed by the Centennial Fund Steering Committee and Friends of the Library.

Library operations reports

- a. Claims- The Claims were accepted as distributed.
- b. First Quarter Statistical Report-was accepted
- c. Quarterly Financial Report- reviewed.
- d. Building Fund Balance-As of June 30, 2004 the Library Building Fund balance is \$285,381. This does not include interest accrued and is unaudited and subject to change.
- e. Librarian's Report- The City Librarian distributed handouts describing Cyber Sundays in the Library which will be a monthly class on using the MARINet catalog.

NEXT MEETING: November 18, 2004 at 6:00 pm

At our next meeting we will discuss Bylaws, Risk Questions, Council liaison, goals, and Stable Funding Group (organized by the County Library).

The meeting was adjourned at 7:30 pm

Respectfully submitted,

Mary Richardson, City Librarian