

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

**September 9, 2004**

The meeting was called to order at 6:30 pm by President Follett. Members Whitaker and Geisler were present.

**Minutes**

The Minutes of the previous meeting were approved as distributed.

**Claims**

The Claims for July/August/September were reviewed and accepted.

**Librarian's Report**

- The City Librarian noted that, according to the person collecting our recycled cell phones and printer cartridges, our Library is collecting more items than any other participating library in Marin Co.
- President Follett and the City Librarian will attend a "Stable Funding Sources Group" meeting on September 27 sponsored by the Marin County Library. All public libraries in Marin County have been invited to attend.
- A copy of the latest annual Sausalito Library Profile (statistical profile of our library based on 03-04 statistics) was distributed.
- The City Librarian asked the Board what they thought about spending money from the Building Fund to purchase laptops for classes to train patrons on using the catalog and the Internet. The Board suggested she try finding other solutions (donations, using existing computers in the library) first. They also said that holding the class on Sunday before the library opens sounds better than Saturday since the library doesn't open until noon on Sunday.

**ACTION:** Present a half-page purpose/description of the program at the next Board meeting.

**Business**

- a. **Library space improvements-progress report-** At their last meeting the City Council asked that samples of the proposed paint colors be painted on the wall and the public be polled as to whether they want to keep the same color scheme or change to the new color scheme. A sample area has been painted. Patrons will be asked to complete forms which indicate which color scheme they prefer and if they like the new carpet color. The Board decided to continue the survey until October 15, 2004.

**b. Sausalito Library Centennial Fund-progress report-**

- The total committed is now over \$65,000.
- An update of the brochure is ready to be mailed this fall.
- The fund issued its first quarterly check of \$12,500 to the library for the purchase of books.
- Contacting major donors has slowed down/stalled. Needs to be addressed.
- The Board discussed the need to bring more structure to the Centennial Fund Committee now that it has gotten off the ground. What is needed is strong leadership that can follow through with committees. President Follett will facilitate the next Centennial Fund meeting and lead this discussion.
- President Follett will speak with the Marin Community Foundation about creating an Endowment Fund and see what they can do to assist the Friends.

**c. Board Policies, Responsibilities and Goals-discussion**

- President Follett reviewed his document on the above topic. It covered Board purpose, governance, roles, responsibilities, goals, and qualifications.
- The Board began a discussion of Board Goals:
  - a) support the Library Goals & Objectives for 04-05
  - b) Find ways to improve communications between the Board and the City Council (especially with our Council liaison, Ron Albert).
  - c) Define the relationship to, and support of, the Centennial Fund by the Board.
  - d) Determine the best way to work with and support the Library Friends.
  - e) Explore possibilities for creating a Library Foundation to establish, increase, and manage a Library Endowment.
  - f) Agree on a list of Board policies

This discussion will be continued at the next Board meeting.

The meeting was adjourned at 8:00 pm

Respectfully submitted,

Mary Richardson, City Librarian