

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

July 8, 2004

The regular meeting of the Sausalito Public Library Board of Trustees was called to order by President Geisler at 6:40 p.m. Members Follett and Porter were present.

Minutes

The Minutes of the previous meeting were approved as distributed.

Claims

The Claims were reviewed and accepted. Member Follett requested a total of the Claims. The City Librarian said she would provide quarterly budget statements to track expenditures.

Statistics (4th Quarter and Annual)

It was noted that since the computer started counting circulation and interlibrary loan statistics more accurately, the counts changed: circulation went down and interlibrary loan went up. Other statistics of note were the increase in circulation of books on cd and DVDs. The City Librarian hopes to be able to count wireless use in the coming year so that the statistics can more accurately reflect internet use in the library. The City Librarian also shared highlights of a spreadsheet on the Library's busiest days and months. Our busiest months are June, March and October. Our least busy months are August, November and July. Our busiest days are Tuesday, Wednesday and Thursday. Our least busy days are Friday, Saturday and Sunday.

Librarian's Report

The City Librarian talked about adjusting to our new staffing configuration (6 people covering 2 full-time positions). So far it's working. But it's going to involve a lot more supervision and attention to scheduling.

The Board asked if separate accounting could be done for money collected from doing notary service, passports, proctoring and from the 'cartridges for kids' collection box. The City Librarian will look into this. They also suggested the Library consider a café kiosk.

Library Space improvements

The City Manager will be discussing sharing the cost of carpeting the hallway (as well as the Library Board's offer to loan the City the money for their half from the Library Building Fund) at their July 27 meeting. Once this is decided the City Librarian will start planning the implementation of the improvements. President Geisler noted that the solid colored upholstered chairs needed to be re-stuffed.

Sausalito Centennial Fund Committee Progress Report

We are now past the \$50,000 point and pledges/donations continue to be made.

The Board suggested that money given to the Library from the Centennial Fund be placed in a separate line of the budget so that it could be tracked. The Board began talking about a Permanent Endowment/Library Foundation in relation to the Centennial Fund. They plan to continue the discussion over the next year.

Election for Board Chair will be at our next meeting

No meeting in August.

Next Meeting September 9.

Respectfully submitted,
Mary Richardson, City Librarian

