

**Minutes of the Meeting of the  
Sausalito Public Library Board of Trustees  
December 15, 2009**

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

**Minutes-** The Minutes of the November 10 meeting were approved as corrected.

**Library Operations**

- Claims- The December Claims were reviewed and accepted.
- Librarian's Report- There were no comments on the written report. Terplan donated a copy of Honorable Survivor by Lynne Joiner that she bought after the author spoke at Book Passage. Donating books from author talks was encouraged and Kaltreider noted the authors at the Library's speaker series often donate their books to the Library.
- Self-checkout station- Since the final amount to complete the project was above the original estimate, ***The Board approved (M/S Stroman/Kaltreider) an additional \$1,000 expenditure from the Library Capital Improvement Fund to the \$5,000 approved in January 2008.***

**Trustee Business**

- Children's Grant – The Sausalito Library Foundation received \$1,000 from the Sausalito Art Festival to help pay for materials for the children's grant.
- Space Committee- The Board discussed possibility of hiring a consultant specializing in library facilities planning to assist them with evaluating the existing library space in order to see if some changes (not involving major construction) can be made to better utilize the overall library space and help with the Children's area space needs and specifications. It is anticipated this process would be funded by the Library Foundation. Before proceeding any further the Board and Council liaison decided that she would discuss it with the City Manager when she next meets with him. She requested that the Librarian provide her with a summary of what the Board is considering and what has happened thus far.  
The Board also talked about acoustical control in the children's area and the solutions outlined by an acoustical engineer. They asked for cost estimates before they make any decisions. They are also concerned that the solutions might 'box in' the children's section.
- Newspaper Digitization project – Stroman reported that key word access to full text of the Sausalito News from 1885 to 1922 should be available by January 2010. The Library and Historical society websites will link to the site with the index - <http://cdnc.ucr.edu/newsucr>. The librarians will be trained to use the online index and will also provide instructions on the Library website. The project was funded by the Sausalito Library Foundation which hopes to raise funds to continue the indexing project.
- Other possible grants to submit to Library Foundation – Short term: 1) library space evaluation 2) Improve opening page of Library website 2) Continue newspaper digitization project to bring it up to date. Long term: Library remodel/expansion/new library.
- Council buddies- no reports
- Board orientation materials- The Librarian will schedule a meeting with DeLuca and Kaltreider in January to talk about the project.

- Trustee section of the Library website- Kaltreider will contact the Friends and the Foundation to discuss consistency among their formats.
- City Librarian transition planning- nothing to report.

**The Library will be closed December 24, 25, 26 and December 31, January 1, and 2.**

The meeting was adjourned at 3:30pm.

**Next meeting – January 12, 2010 at 2:00pm**

Respectfully submitted,  
Mary Richardson