

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

May 13, 2004

The regular meeting of the Sausalito Public Library Board of Trustees was called to order by President Geisler at 6:30 p.m. Members Bair, Follett, Porter, and Whitaker were present.

Minutes

The Minutes of the previous meeting were approved.

Claims

The Claims were reviewed and accepted.

Librarian's Report

Nothing further to report beyond the written report.

Business

- a. Library space improvements- no progress to report
- b. Sausalito Centennial Fund Committee-Progress Report
Member Follett reported on a meeting he and Don Means had with Don Jen of the Marin Community Foundation. They talked about donor advised funds among other sources of funding for the Library. The Board mentioned that any money coming from the Centennial Fund to the Library budget needs to be clearly tracked in any budget reports. The City Librarian said she would check with the Finance Director about this.
- c. FY 2004-05 Budget- The City Librarian explained that the latest budget scenario (that may change) is that the Library shortfall is about \$50,000. We will also need to pay \$13,000 in retirement payouts for the Librarian II and Library Assistant II positions from our operating budget. We are anticipating that the Centennial Fund can assist us with the \$50,000 shortfall. If we back fill the positions that are retiring with unbenefitted job shares (i.e. hourly people) we more than can cover the retirement payouts. However, we may be asked to cut even more. To cut any substantial amount more we will need to reduce our open hours. Closing two nights a week would only yield around \$18,000 a year.
- d. Ideas for generating revenue- The City Librarian mentioned that she will be exploring various ideas for generating revenue in the Library that don't involve charging for traditional library services. These ideas include becoming part of the Passport Application Acceptance Program, (earns \$30 per application processed), Test Proctoring (\$25-\$35 per test proctored). We've already implemented the Cartridges for Kids program. We collect used printer cartridges and cell phones and receive cash back toward purchasing children's books.

Next meeting – June 10, 2004

Respectfully submitted,
Mary Richardson, City Librarian

