

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

January 6, 2004

The regular meeting of the Sausalito Public Library Board of Trustees was called to order by President Geisler at 6:30 p.m. on January 6, 2004. Members Follett, Porter and Whitaker were present.

KT Kalbfleisch and Libby Wilkinson from the Friends of the Library were also present.

### Minutes

The Minutes of the previous meeting were approved as corrected.

### Claims

The Claims were reviewed and accepted.

### Quarterly Statistical Report

The Quarterly Statistical report was reviewed and accepted.

### Librarian's Report

There was no written report since there was only one item to report – the Librarian attending a MARINet Board meeting on December 18.

The City Librarian noted there is going to be a CALTAC workshop on Library Advocacy in March in San Jose that might be useful for a Board member to attend.

She also reminded the Board that the Friends Annual Dinner will be February 10, 2004. Jan Wahl will speak on books and movies.

### Business

- a. This year's goals & objectives-progress report. Library Improvements presentation was not ready to present.
- b. Library budget solutions-discussion. The Board discussed 2004-05 City Budget shortfall and likely cuts to the Library that will be between 10-15% (\$50,000-\$80,000). Possible budget cut scenarios were discussed as well as fundraising possibilities. Two committees were formed, one for budget cuts (Members Porter and Whitaker) and the other for fundraising (Members Follett and Geisler and Friends President KT Kalbfleisch). The fundraising committee will meet as soon as possible to come up with a plan. The budget cuts committee will also work on updating the Patron Survey that we do every five years to include elements pertinent to the budget cuts. The Friends representatives said they would look into increasing the hours of the Friends book sales and enhancing their membership drive and publicity. The City Librarian will work on creating a time line and action plan for both of the committees.

- c. Patron Survey- The City Librarian reminded the Board that five years have passed since we did our last Patron Survey. The Budget Cuts committee will make updating the survey part of the charge of their committee (see above).

Next meeting- February 12, 2004.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Mary Richardson, City Librarian