

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

April 14, 2005

The meeting was called to order by President Follett at 6:00 pm on April 14, 2005. Members Bair, Geisler, Porter and Whitaker were present. A guest, Don Means and Council liaison to the Board, Ron Albert were also present.

Minutes

The Minutes of the March 10 meeting were approved as distributed.

Library Foundation

After some discussion among the Board and Don Means it was decided that Don would convene a task force that includes representation from the Friends, the Trustees and the community (including Don Means, Marilyn Burns, Stan Bair, Myralin Whitaker and Bill Sims) to explore and make recommendations about the creation of a Library Foundation, its mission, vision and purpose. They will stay in close communication with the Friends of the Library Board and the Board of Trustees. It is hoped the task force will accomplish its tasks over the next six months (May to November). It is not intended that the exploration into the creation of the Foundation in any way distract from the current Centennial Fund campaign. Instead it is seen as a natural outgrowth of the campaign.

Claims

The Claims were reviewed and accepted

Statistical Report-Third Quarter

The 3d quarter Statistical report was reviewed and accepted. Of note was the high circulation of books on CD and DVDs.

Librarian's Report

- There were no comments on the written report.
- CALPERS replied yes to our question about allowing library retirees to work for more than one year (as long as they work fewer than 960 hours per year). According to them the one year limit did not apply to our situation (retirees sharing a frozen position).
- The City Librarian reviewed and the Board approved the fines for the Museum passes. They suggested that instead of charging a \$20 late return fee that we ask the patron for a \$20 refundable deposit.
- The City Librarian shared with the Board the City Manager's Weekly Report about the Centennial Fund and a short article in the April issue of the League of Cities magazine about our library's various fundraising efforts.

Patron Survey

The Board received graphs displaying the responses to questions together with summaries of comments made on the recent Patron Survey. There were 167 responses to the survey mailed in the Marin Scope and distributed in the library. The City Librarian will incorporate these responses into a written report by the next Board meeting.

Library Space Improvements

The City Librarian shared a summary of the upcoming Library improvements which include painting, carpeting, seismic upgrade to shelving and some additional shelving and furniture improvements. The seismic upgrade will be done in June and will not involve closing the Library. The painting and carpeting will take place in July 11-22 and will involve closing the library for around 12 days. The bidding process will happen in April and a report will be made to the Council in May. This will be funded from the Library Building Fund (a capital improvement fund).

Centennial Fund-

- Total in pledges and gifts is now around \$135,000
- The Friends President (Roxanne Sheridan) will be sending out a letter together with a new brochure to the Friends membership to request donations for 2005-06. A new Centennial Fund electrostatic decal will be sent with the thank you notes for next year's donations.

The meeting was adjourned in recognition of National Library Week at 7:30 pm

Next meeting – May 12, 2005

Respectfully submitted,

Mary Richardson, City Librarian