

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

March 10, 2005

The meeting was called to order by President Follett at 6:00 pm on March 10, 2005. Members Bair, Geisler, and Porter were present.

Minutes

The Minutes of the February, 2005 meeting were approved as corrected.

Claims

The Claims were reviewed and accepted.

Librarian's Report

- There were no comments on the written report.
- The City Librarian reported that there was a big turnout for the last Authors' Night on March 7 that featured David Harris and that Chris Hardman would speak in April.
- She also mentioned that the Library will soon be lending (to Sausalito residents) passes that would allow two adults (per card) in free to the De Young, the Asian, and the Legion of Honor museums as well as the Copia Museum in Napa and the San Jose Museum of Art. The two passes come with an Institutional membership that the Friends will be funding.

Board Goals

- 2004-05 Library Goals - Library improvements- The City Librarian has started working with Paul Klassen from the Community Development Department to write the bid for the painting, carpeting and seismic reinforcement of the shelving. It looks as though we will be able to do an informal bid.
- Revenue-creating Services- Passport Verification training has been postponed (by them) for at least two months.
- Communications between the Board and the City Council- Nothing to report.
- Web-page improvements- Library staff is working on updating the page and deciding on possible additions and changes to the Library's section of the City's webpage. City staff is working on redesigning and improving the functioning of the entire City webpage.
- Catalog Instruction- CyberMonday (once a month) training on how to use the MARINet catalog continues to be well-attended and appreciated.

- Library Policies Manual update- Not a top priority at this time but we have at least updated the Board bylaws. Everyone received the final version this month.
- Funding Development / Centennial Fund Progress Report- Nothing to add to the written report. The total is now over \$130,000 in gifts and pledges. A renewal letter will be sent in April to all Friends of the Library (which includes all donors) and a subcommittee working on solicitations to businesses is finally getting off the ground.
- Library Foundation-After some discussion about how to proceed with investigating the possibility of creating a library foundation it was decided that a task force should be convened to take us through the next 5-6 months of this process and that it should be composed of around 5-6 people who will report back to the Library Board. The following names were suggested-Myralin Whitaker, Mary Lou Anderson, Marilyn Burns, Don Means, Stan Bair. Member Bair said he would draft some bullet points outlining what we hope to accomplish in the next 5-6 months and that he would send it to President Follett for feedback. These bullet points would give the task force an idea of what their charge will be. President Follett reminded the group about the Baltimore Library Foundation's outline for creating a Foundation and that it (and the Mill Valley Library Foundation manual) might be useful to this task force,
- Friends of the Library- Library Foundation- Patron Survey- The Patron Survey will continue until March 15. We have already received a lot of responses.

Next meeting - April 14, 2005 at 6:00 pm

The meeting was adjourned at 7:30 pm

Respectfully submitted,

Mary Richardson, City Librarian