

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

January 13, 2005

The meeting was called to order by President Follett at 6:00 pm on January 13, 2005. Members Geisler, Porter and Whitaker were present.

Statistical Report was added under section 4c.

### Minutes

The Minutes of the December 15, 2004 meeting were approved as distributed.

### Claims

The Claims were reviewed and accepted.

### Librarian's Report

There were no comments on the written report. The Librarian distributed pamphlets about membership in CALTAC (California Association of Trustees and Commissioners) and asked the Board to read them and consider having at least one member join.

### Second Quarter Statistical Report

The Librarian reminded the Board that the way the computer is now counting Circulation and Interlibrary Loan has thrown off the statistics so that it appears that circulation has gone down dramatically and Interlibrary loans have gone up dramatically. The truth is somewhere in between. One notable statistic is for Books on CD which despite the above have gone up, indicating that they are extremely popular. The other notable statistic is patron assistance (helping patrons use the computers and other machines in the library).

### Board Goals

- 2004-05 Library Goals -  
Paint and Carpet Poll- The Librarian reported the final results of the paint and carpet poll. Out of a total of 239 people 149 wanted to keep the existing paint colors, 77 liked the proposed colors and 13 liked neither. 138 liked the new carpet colors, 74 did not and 27 liked neither. 40 people wrote comments stressing they wanted to keep the same colors, 13 people commented that they like the proposed colors and 53 wrote about their dislike of the colors. 18 people wrote comments about the carpet being too dark or too purple, 5 people said they wanted something closer to the original and 7 said they thought the proposed carpet color was a good choice. About 10 people said save the money for something else.

As a result of the above poll the Board decided to keep the same paint colors and consult with the original architect about the carpet and paint colors. The Librarian will contact the architect. She will also contact the volunteers who suggested the new paint and carpet colors and tell them the results of the poll. The Librarian will talk with the City Manager about coordinating the carpeting of the hallway with the carpeting of the library.

- Communications between the Board and the City Council- President Follett reviewed what he reported for the record about the Centennial Fund and the Library at the December 14 Council meeting. The Librarian reminded the Board that the Midyear Budget hearing will be on February 15.
- Centennial Fund- President Follett said that it's time to ask people to renew their pledges. Renewals will be coming up February-April. He encouraged the Board to renew their pledges. Friends President Roxanne Sheridan will be sending out a renewal letter to all donors next month. There was discussion of a multi year pledge including the endowment fund in the third year. Some Board members felt the endowment and Centennial Fund should be dealt with separately. It was decided that the 3 year pledge should be one of several options. Member Porter said it's nice to see tangible results of donations and that donors should be told what their donations bought. She also suggested that the Sunday donors be featured in some way (article/photo,etc.) Member Porter or Geisler plan to thank the Friends for their Centennial Fund efforts at the annual dinner.
- Friends of the Library- The Librarian reminded the Board that the Friends Dinner will be on February 8 at the Bay Model. Phil Frank will be the speaker and there will also be a raffle.
- Library Foundation- Member Geisler and Don Means will attend a meeting convened by the San Rafael Library on January 29, from 10am – 1pm. Several Marin Foundations (Mill Valley Library, Belvedere-Tiburon Library and the Marin Agricultural Land Trust (MALT)) will share their stories of how they formed their foundations.

Patron Survey- The Board discussed and approved the revisions to the Patron Survey. Member Geisler will work on the layout and it is hoped we will be able to distribute the survey as an insert in the next City Magazine and/or the Marin Scope.

Bylaws- The bylaws of the Board were unanimously approved as amended.

Next meeting- February 10, 2005 at 6:00 pm

The meeting was adjourned at 7:15 pm

Respectfully submitted,

Mary Richardson, City Librarian

