

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

July 20, 2005

The meeting was called to order by President Whitaker at 6:00 pm on July 20, 2005. Members Bair, Follett, and Geisler were present. New members De Luca and Ware were welcomed.

LIBRARY OPERATIONS REPORTS

Minutes- The Minutes of the June 9 meeting were accepted.

Claims- The July Claims were reviewed and accepted

Librarian's Report- After answering a few questions on the written Librarian's report the City Librarian distributed copies of the patron survey to each Board Member. The Board had already reviewed the survey at an earlier meeting but needed to wait for our replacement color printer to be installed in order to get their copies. The City Council will also receive copies of this survey.

Statistics- Since some data was missing, discussion of the Annual Statistics and Library Profile was postponed until the September meeting.

TRUSTEE BUSINESS

Board Goals – The Board adopted as its 2005-06 Goals:

SUPPORT THE LIBRARY GOALS for 2005-06:

- Continue to develop funding for the Library through the Sausalito Library Centennial Fund
- Create and implement a task force to explore the creation of a Library Foundation that will develop and manage an endowment fund for the Library
- Plan for a celebration of the Library's 100th birthday (ordinance establishing the Library passed on March 1, 1906; doors opened April 17, 1907)
- Paint and carpet the Library and add furniture that will expand shelf capacity.
- Improve the Library's section of the City's webpage.
- Implement another revenue-creating service: passport application acceptance.
- Continue updating the Library Policies Manual

IN ADDITION TO THE LIBRARY GOALS:

- Find ways to improve communications between the Board and the City Council, especially with our Council liaison, Ron Albert).

The goals will appear on each agenda and their progress reviewed at each Board meeting.

Library Project- update.

- Joanne Goldschmidt showed the Board upholstery samples for the solid colored chairs. It was decided it would probably cost about the same to replace the chairs as it would be to reupholster them and replace the springs and padding. Because of our aging population chairs that aren't quite as low would be preferable. New chairs would cost around \$500 each. There are 13 chairs that need to be re-upholstered (around \$6,500). Donated or grant money will be sought.
- The Minutes of the Special Meeting of the Board on June 23, 2005 (to approve the painting and carpeting bids) were accepted as distributed.
- The painting was completed on July 16. The painters will come in to touch up the baseboard area on July 29 before the carpet is installed.
- The carpet installers hope to have the carpet in the library installed no later than August 2. They will complete the carpeting of the hallway outside the library no later than August 31.
- Additional shelving for the library has been estimated at \$15,000. In 2001 the Friends committed \$11,000 toward this shelving. The City Librarian will check with them about this. The Board approved and expenditure of up to \$15,000 from the Building Fund in case the Friends cannot fund the shelving.
- Costs related to the project: \$770.47 for electric strip on wall under windows, book cart rental between \$500-\$600, City Engineer's time on the project- \$1,500.
- All the blinds have been removed from the interior windows and entrance door to the library. The Friends are paying to have the glass in the door etched. The newly etched door will be ready by the time the library reopens.

Centennial Fund progress report

- Of the 508 members of the Friends of the Sausalito Library 411 have contributed to the Centennial Fund campaign. The Centennial Fund Steering Committee will meet in August to talk about how to reach the members that haven't yet contributed. It has been suggested that a letter be written followed up with a phone call. Those who made several year pledges are receiving anniversary reminders from Treasurer Chuck Donald. The Steering Committee will also talk about planning a party for September or October to recognize the major donors to the campaign.

Library Foundation/Endowment progress report

- There was some discussion about a potential bequest to the library. A letter to the estate establishing the intent to put the bequest into an endowment fund/ foundation has been signed by the Library Board, Friends Board, Centennial Fund Steering Committee and Library Foundation task force. Member Geisler said she would contact Bill Broder to write a story about the donor and about the endowment fund/foundation and its relationship to the Centennial Fund, Friends donations and Building Fund.

Next meeting- Thursday, September 15, 2005 at 6:00 pm

Respectfully submitted,

Mary Richardson, City Librarian