

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

November 18, 2004

The meeting was called to order at 6:00 p.m. by President Follett. Members Bair, Geisler, and Whitaker were present.

Minutes

The Minutes of the previous meeting were approved as distributed.

Discuss / Accept Library operations reports

- a. Claims-The Claims for November were reviewed and approved.
- b. Librarian's Report- There was nothing to add to the written Librarian's Report.

Discuss Trustee Business

- a. Board Goals
 - 2004-05 Library Goals- The Librarian updated the Board on the progress of the Library Goals as written in the 2004-05 Budget document. Progress is being made on all of them
 - Communication between the Board and City Council-The Librarian will continue sending the Minutes and Agendas and Centennial Fund updates to our Council Liaison. Also discussed was quarterly written or oral reports to the City Council and a special presentation once the Centennial Fund reaches \$100,000.
 - Centennial Fund update-President Follett's update was reviewed. The total committed amount has now reached approximately \$87,000. The brochures went out to all postal patrons. We've collected enough in donations already to cover the cost of postage. Member Geisler will update the bookshelf chart of the fund's progress once she gets the 2004-05 total from Centennial Fund treasurer Chuck Donald.
- b. Patron Survey-Members Bair and Porter will work on this next month. They will consider adding questions related to the Centennial Fund.
- c. Friends of the Library-Member Whitaker will be the Board link to the Friends. She reminded the Board of the Friends Christmas party and Booksale on December 5 from 5:30 – 7:30 in the Library and Friends Book Store.
- c. Bylaws-Member Whitaker and the Librarian will rewrite the bylaws to include her suggested changes and bring it to the Board at their next meeting for approval.
- d. Library Policies – Once the Librarian has updated the policies to reflect current practice she will combine them into one binder together with the Library Goals document and then rename it.

- e. Stable Funding Group- The Board decided not to continue participating in these meetings because a library sales tax is not a top priority source of funding in our City.
- f. Risk/Strategy (Stable funding/ partnerships, SB 1161)- It was decided to review, on a quarterly basis, items that present opportunities/risks to the Library such as the stable funding group, partnerships (for example with schools) or the new Library Bond Act (SB 1161).

The next meeting date will be December 16, 2004 at 6:00 pm

The meeting was adjourned in memory of K.T. Kalbfleisch.

Respectfully submitted,

Mary Richardson, City Librarian