

**Sausalito Public Library
Board of Trustees
Special Meeting
March 28, 2007
10:00 am – 10:30 am**

President Geisler called the meeting to order. Members Ware and Whitaker were present.

ACTION: The Board acknowledged that the Sausalito Library Foundation would sign the contract with Ruth Metz to conduct a strategic plan for the Library and that the Board of Trustees will administer the contract. President Geisler will be the contact with Ruth Metz.

It was noted that Metz won't be able to meet with the Strategic Planning Committee until July and that the process itself probably won't begin until the fall of 2007. Geisler will ask Metz what the Board can do between now and the July meeting to prepare for our first meeting with her. It is presumed that the next step (after the contract is signed) is to discuss with Metz the composition of the Strategic Planning Committee so that we can assemble one by July. The group asked Geisler to ask Metz to clarify the difference between a stakeholder and a committee member.

As we proceed with Phase One (Planning the Plan) we will be looking to Metz to help us define the scope of the Strategic Plan and the related activities. The Board was encouraged to go back and look at the chart outlining the process on page 21 of the section Geisler reproduced from the book on Strategic Planning.

Respectfully submitted,
Mary Richardson
City Librarian