

**Minutes of the meeting of the  
Sausalito Public Library Board of Trustees  
September 14, 2010**

The meeting was called to order at 4:00pm by President DeLuca. Members Berkowitz, Kaltreider, Terplan and Walsham were present.

**Minutes**

The Minutes of the July 13 meeting were approved as distributed.

**Claims**

The Library Claims for August and September were reviewed and accepted.

**Librarian's Report**

In addition to reviewing the written report the Librarian also noted:

- Board Member Robert Gieselmann submitted a letter of resignation, effective immediately since he will be moving from Sausalito by the end of September. The Board expressed their regret and noted his contributions while on the Library's space planning committee.
- The Historical Society and the Library (with help from Friend-Jim Delano) are working on a project to transfer all the oral history audio tapes (around 200) to computers, copying interviews onto CDs as needed. The computers will include one in the Historical Society and two in the Library - a laptop and a staff computer. The laptop will be available to the public and the files on the staff computer will be backed up daily on the City's server (and its off-site server).
- To improve access to the children's collection the Children's Librarian would like to segregate the juvenile non-fiction currently interfiled with adult non-fiction. The Board would like to wait until after the results of the Space Needs Assessment to decide about this.

**Kudos to Kaltreider**

President DeLuca thanked last year's president, Nancy Kaltreider for her outstanding contributions to the Board and Library, in particular her work on the Strategic Plan and her stewardship of the Children's Grant.

**Children's Grant-Final Report**

The Board Reviewed the Final Report of the Children's Grant. All milestones were met and the grant came in around \$6,000 under budget. The report will be available from the Library's webpage.

**Space Needs Assessment Update**

Library staff and Board members met on August 5 to review the Library site visits and staff met with consultants Page and Moris on August 12 to discuss their views on the needs of the Library. On Monday, September 20, Page and Moris will conduct two focus groups: one with parents and another with adult users of the Library. Next steps: Page and Moris will develop service level recommendations and then develop a detailed space needs outline.

**Council Buddies**

- Walsham will become Mayor Leone's council buddy.
- Board members will update their buddies on the Children's Grant.

Next meeting – October 15, 2010 at 4:00pm  
Meeting dates changed in November and December to:  
November 18 (Thursday) at 4:00 pm  
December 14 (Tuesday) at 4:00 pm

The meeting was adjourned at 5:00pm

Respectfully submitted,  
Mary Richardson  
City Librarian