

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
October 12, 2010**

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

Minutes

The Minutes of the September 14 meeting were approved as distributed.

Claims

The Library Claims for October were reviewed and accepted.

The Board requested the re-institution of a quarterly report of budget expenditures (detailed by budget accounts). They also requested a chart of the accounts and a description of what each account covers.

First Quarter Statistical Report (July –September)

The Board wondered why the circulation of Juvenile materials was down by 6%. The City Librarian will check with the Children's Librarian.

Future of Notary and Proctoring in the Library

Both the Notary Service and arrangements for proctoring are handled by the circulation desk supervisor. The amount of time she spends on these extra services is beginning to impact her ability to do her job. Her present commission expires in April 2011. The Board asked the Librarian to see if she can find someone else working in another department in City Hall to take over the notary service. They also suggested the Library only provide the proctoring service to Sausalito residents.

Space Needs Assessment Update

- The consultants informed us that the actual square footage of the Library is 6,250 (previously it was reported as 4,545).
- The Librarian shared summaries of the parent and the adult focus groups. Both were concerned about noise and saw the need for more seating and additional space for programs and quiet areas. Feedback from questionnaire distributed to the Trustees will also be used by the consultants.
- The first draft of the report will be ready by the end of October. The report will include an assessment of space needs as well as how the current space can be reconfigured until more space is available.

Council Buddies update

Most of the Board shared with their Council Buddies the final report summary of the Children's grant.

NY Times Article about Privatizing Libraries

The Board discussed the article and the Librarian shared a list of the pros and cons of privatizing the management of the Library. In brief – the pro would be a possible cost savings and the main con would be less local control.

Next meeting – November 18, 2010 at 4:00pm

The meeting was adjourned at 5:20.

Respectfully submitted, Mary Richardson, City Librarian