

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
January 11, 2011**

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

Minutes

The Minutes of the December meeting were approved as distributed.

Library Claims

The Library Claims were reviewed and accepted.

Quarterly Financial Report

Since an upgrade to the Finance System was in the process of being installed no report could be generated. The report will be presented at the next meeting.

Statistical Report – Second Quarter (October – December)

Statistics of note- circulation of children's materials +24%, Digital audio circulation +114%, DVD circulation -10%.

Librarian's Report

Notary –The Librarian is still waiting to hear back from the City Manager about other City staff helping with the notary service.

Friends contribution to Library's book budget – The Friends have paid \$8,000 of the \$16,000 they agreed to contribute to the Library's book budget for FY 2010-11. If there is a possibility of the City covering the remaining \$8,000, it will be considered at the mid-year budget review.

Library Capital Improvement Fund – The current balance in the fund is \$219,375. Upcoming City Hall projects (accessible bathrooms and window upgrades) will use some of the fund reducing the total to approximately \$132,000. The Library fund is typically charged for 50% of city hall improvement projects.

Trustee Business

Space Needs Assessment – The Librarian is in the process of reviewing the final draft. The report should be completed by the end of January.

Council buddies- nothing to report

Succession plan- After 32 years with the Sausalito Public Library, the City Librarian announced that she plans to retire by late spring / early summer of this year. The City's Human Resources department will handle the recruitment for the new Librarian. Assistant City Librarian Augie Webb will act as interim City Librarian. The Board will participate in the process by helping to write the job announcement and participate on one of the interview panels. The City Manager will appoint the new City Librarian. De Luca and Kaltreider volunteered to work on the job announcement.

Next meeting - February 8, 2011 at 4:00 pm

The meeting was adjourned at 1:10pm

Respectfully submitted,
Mary Richardson, City Librarian