

**Minutes of the Meeting of the  
Sausalito Public Library Board of Trustees  
September 19, 2013**

The meeting was called to order by Chair Myra Berkowitz at 4:05 pm. Members Don Means and John Walsham were present. Member Elizabeth Terplan was unable to attend. Also present was City Librarian Abbot Chambers.

**Invite Public Comments**

There were no public comments.

**Minutes**

The Minutes of the July 9, 2013 special meeting and the July 9, 2013 regular meeting were approved as written.

**Librarian's Report**

Chambers reported on the Library's new Library Assistant II, Andrew Bendickson; the launch of a new Library website; the success of the summer reading program; summer 2013 circulation numbers; some finishing touches to the Library remodel project; and the new home for the kids' iPad in the children's nonfiction area. Chambers also showed signage designs in progress by Richard Graef of Ace Design. To conclude the report, the Trustees made a "field trip" down to see the children's program "International Talk-Like-a-Pirate Day" in progress.

**Library Budget Report**

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed July-September expenditures within the Library's various line items. The other showed budgeted amounts and summary expenditures within Library accounts. Chambers used the summary report to brief the Trustees on the components of the FY2014 budget. The figures are not significantly different from the FY2013 budget.

**Council Buddies Update**

There were no updates to report.

**FY2014 Goals**

Chambers distributed a list of five categories of goals that Library staff will be focusing on in fiscal year 2014. The categories are Update Policies and Procedures, Staff Development, Remodel Finishing Touches, Experiment with New Programs and Partnerships, and Build Use of Self Check and Digital Collections.

**City Employee Library Card Program**

Chambers presented a plan to encourage Sausalito city employees to become Library users. The plan was accepted by the Trustees.

**Rare Books Update**

Chambers reported that he and Assistant City Librarian Augie Webb have made it through approximately 2/3 of the boxed books from the former rare book collection. All material with Sausalito content and/or by Sausalito authors will be preserved, as will most Marin County material. Content with general California relevance will be kept or sold if it is valuable, added to the regular collection if appropriate, or offered to the California Room at the Marin Civic Center.

**Next Steps in Strategic and Long Term Planning**

Chambers reported that the FY2014 goals were a sufficient guide for strategic planning over the next year as the Library capitalizes on its new spaces and catches up on tasks that were rendered secondary during the remodel project.

**Future Agenda Items**

- Library policies
- Rare books update

**Next regular meeting** – October 8, 2013 at 4:00pm

**The meeting was adjourned at 5:25pm**

Respectfully submitted,  
Abbot Chambers, City Librarian