

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
Friends Bookstore
July 14, 2015**

The meeting was called to order at 4:05 p.m. by Chair Diane Brockob. Trustees Dale Barnes, Elizabeth Terplan, Don Means, and Judianne Eynon were present.

Invite Public Comments

There were no public comments.

Minutes

The minutes of the June 9, 2015 regular meeting were approved unanimously.

Librarian's Report

Chambers reported the following:

- The first round of interviews for the open Library Assistant II position will be held on July 24, the second round on July 31.
- Progress continues to be slow with the Little Free Library.
- The soft chairs in the Library and in the hallway outside the Library were professionally cleaned on Monday, July 13. The cleaning was funded by the Friends of the Library.
- The Library's occupancy limit has been set at 250. Chambers has ordered a sign that will be posted near the entrance to the Library.
- A new "Richardson's Bay and Anchor-Out Community Reference Library" has been created. The library consists of resources related to the Richardson's Bay Regional Association and the Richardson's Bay anchorage.
- We are halfway into the 2015 children's summer reading program. Attendance to date is up from last year.
- A written report for Q4 2015 has been submitted to the Sausalito City Council for their meeting on July 21, 2015.
- Chambers will be on vacation from July 17 until July 29. Assistant City Librarian Augie Webb will serve as Acting City Librarian in his absence.

Library Statistics

Chambers distributed statistical reports detailing the Library's performance according to various metrics for Q4 2015 and for the fiscal year 2015.

Library Budget Reports

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed June expenditures within the Library's various line items. The other showed budgeted amounts and summary expenditures within Library accounts for the fiscal year 2015. Chambers reported that, when all the numbers are in, he expects to end 2015 with surpluses of approximately \$14,000 on the wages/salaries side of the budget and \$3,000 on the materials side of the budget.

Council Buddies

Means reported on a conversation he had with Councilmember Ray Withy about the Library's long-range planning initiative.

Update on Fines on Children's Materials

Based on early reports, Chambers expects that the Library will collect approximately \$2,800 less in revenue now that the Library is no longer charging fines on overdue children's materials. This is in line with projections created before the no fines and fine amnesty initiatives were approved by the Trustees.

Signage Update

Chambers reported that phase 4 of the signage project will be the signs in the Children's Room and will get underway in August. Phase 5 will be exterior and book drop signs. The new book drop signs are dependent on City Hall being repainted.

American Library Association Conference and "Future of Libraries" Talk by Susan Hildreth

Chambers and Means reported on their attendance at the 2015 annual conference of the American Library Association in San Francisco. Means also provided an update on the "white space" wireless internet for libraries project that he is working on. The Trustees were unable to attend the "Future of Libraries" talk.

Long-Range Planning Study

Chambers reported that he will be working with OrangeBoy and Group 4 on proposals to conduct a long-range planning study for the Library. He expects to review the proposals with the Trustees in August or September. Chambers will then bring a recommendation from the Trustees to the Library Foundation for funding. The next Foundation meeting is scheduled for late September.

Other Business

There was no other business.

Future Agenda Items

- Long-range Library planning study
- Signage update

Next regular meeting – September 8, 2015 at 4:00 p.m .

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Abbot Chambers, City Librarian