# Minutes of the Meeting of the Sausalito Public Library Board of Trustees March 13, 2012

The meeting was called to order by Chair Elizabeth Terplan at 4:05 pm. Members Patricia DeLuca, Myra Berkowitz, and Nancy Kaltreider were present. Member John Walsham joined the meeting at 4:30pm. Also in attendance was City Librarian Abbot Chambers.

#### **Invite Public Comments**

There were no public comments.

#### **Minutes**

The Minutes of the February 14<sup>th</sup> regular meeting were approved.

#### **Library Claims**

The Library Claims for February were reviewed and accepted.

### Librarian's Report

The Librarian's Report for January was reviewed and accepted. Topics covered included the Library update to the City Council on February 28<sup>th</sup>, the Friends Open House Fundraiser on March 24<sup>th</sup>, the number and value of book and DVD donations added to the Library collection, an increase in Library circulation in February 2012 over 2011, and the 2013/14 budget.

#### **Trustee Business**

### Council buddies-update

There were no updates to report.

## Library Makeover Plan

Abbot Chambers discussed progress on the makeover plan, including expected proposals from the Ross McDonald Company (shelving and library furniture) and John McCoy, a local architect who has been tapped to develop layouts and designs for the project. Chambers discussed the likelihood that the Library would need to close for 6-8 weeks and presented some early ideas for keeping the library open during that time. The length of the closure takes some pressure off of the need to close in August, since the closure will stretch beyond August in any event.

#### 6-Month Goals

- Publicize the new MARINet ebook collection.
  - 1. Circulation numbers are still strong.
  - 2. Attendance has dropped at the weekly drop-in workshop. Instead of the workshop we will be offering 1-on-1 tutorials and finding other avenues for outreach.
- Launch a new circulating ereader collection.
  - 1. Completed and circulating well.
- Launch a collection of bestseller books and DVDs that are non-holdable and can only be checked out within the Sausalito Public Library.
  - 1. Completed and circulating well.
- Conduct a full inventory of the collection, with a focus on removing out-of-date medical, technology, business, and science books.
  - 1. Weeding continues, but at a slower pace than at the end of calendar year 2011.

Chambers circulated a copy of the Library's Discard Policy from the Library Policy Manual. The Discard Policy dates to 1983 and, while the basic guidelines are still accurate, needs to be updated to reflect new media.

Chambers reiterated the importance of weeding all collections within the Library to keep it from turning into a warehouse of unused materials. Breathing room on shelves and room for promotions are essential to a healthy collection.

### **Other Business**

Chambers displayed several preliminary library logo designs for feedback.

# **Future Agenda Items**

No further items were added to the next meeting agenda.

Next regular meeting – April 10, 2012 at 4:00pm The meeting was adjourned at 6:00pm

Respectfully submitted, Abbot Chambers, City Librarian