# Minutes of the Meeting of the Sausalito Public Library Board of Trustees April 10, 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 was unable to attend. Also present was City Librarian Abbot Chambers.

### **Invite Public Comments**

There were no public comments.

#### **Minutes**

The Minutes of the March 13 regular meeting were approved as amended.

### **Library Claims**

The Library Claims for March were reviewed and accepted.

### Librarian's Report

The Librarian's Report for March was reviewed and accepted. Topics covered included The Marin School César Chávez Day of Service at The Library, the Library's new Opera Discussion Group and the Friends Open House Fundraiser on March 24<sup>th</sup>.

### Q3 2012 and FY-to-Date Quarterly Statistics

Chambers reviewed the Library's statistics for the third quarter of 2012. Numbers were up almost universally, and overall numbers for FY 2012 are in positive territory compared to 2011. Chambers will pull together more detailed statistics on Sausalito library card holders and distribute them before the next meeting.

### **Trustee Business**

### Council buddies-update

There were no updates to report.

# Library Makeover Plan

Abbot Chambers reviewed progress on the Library Makeover Plan. A contract has been signed with local architect John McCoy to design the framing for the children's area, to create the plans for electrical and data lines, and to compile the documents necessary to gain approval for the project from the City of Sausalito's planning department.

A preliminary plan for a shelving and display layout has been submitted by Garen McDonald of the Ross McDonald Company. A meeting with Abbot Chambers resulted in a number of changes to the plan, and a revised layout is expected soon. The revised layout will be reviewed by Library staff, followed by another meeting with McDonald.

### Update on 6-Month Goals

The goals update focused on the new Library website that is under development with Vision Internet. Chambers reported that a "wireframe" of the new Library homepage has been completed. The wireframe is a sketch layout that shows the various links, departments, and promotional spaces that will be on the page. The next step will be the graphic design of the homepage. The entire project is expected to be completed by fall of 2012.

### FY 2013 budget

Chambers briefly discussed the Library budget for 2013. The main goal will be to bring Children's Librarian Erin Wilson up to full time compared to her current 21.5 hours per week schedule. It is proposed that the increased cost to the Library budget that this would entail will be offset with funds that will be returned to the Library as part of the winding down of the NorthNet Library Consortium, now being mothballed due to cuts in state funding for libraries.

## Revised Fines and Fees Schedule

The board reviewed changes to the Library's fines and fees schedule that will go into effect on July 1<sup>st</sup>, 2012.

### <u>Library Logo</u>

Chambers asked for further input on the Library's logo design. Board members were unenthusiastic about the designs created so far and offered suggestions for further refinements.

#### **Other Trustee Business**

The approach to a new strategic plan was discussed. It was agreed to wait until after the Library renovations to begin drafting new plan, but that the Board should immediately begin thinking about how to approach the plan, e.g. whether to bring in a consultant or not, whether to set up a committee, etc.

### **Future Agenda Items**

'New strategic plan' was added to the May agenda.

Next regular meeting – May 8, 2012 at 4:00pm The meeting was adjourned at 5:40pm

Respectfully submitted, Abbot Chambers, City Librarian