

## Minutes of the Meeting of the Sausalito Public Library Board of Trustees

January 12, 2006

The regular meeting of the Sausalito Public Library Board of Trustees was called to order at 6:00pm on January 12 by Member Bair. Members Follett, Geisler, and Ware were present.

### Minutes

The Minutes of the December meeting were approved as amended.

### Library Operations Reports

- The December Claims were reviewed and accepted.
- Librarian's Report-the City Librarian noted that even though the written report was brief she is very busy planning for the Library's centennial events in March, working with the Centennial Fund and Library Foundation committees, and preparing an RFP for outsourcing book ordering and processing.
- The Second Quarter Statistical Report was accepted. It was noted that the Library was closed more days than usual in December 2005. Internet training now includes one-on-one sessions to train patrons to use the Internet and to use the MARINet catalog.

### Board Goals-Progress reports

- Planning for the celebration of the Library's 100<sup>th</sup> anniversary in March is well underway. Everyone involved with the dinner (on March 25), displays, articles and other related events will meet on February 1 to coordinate their plans. The March issue of the Sausalito Historical Society newsletter will feature a history of the Sausalito Public Library; Liz Robinson will be putting together a display in City Hall; Joe Troise is creating a crossword puzzle/treasure hunt with a winner announced at the dinner; and Phil Frank will highlight interesting moments in the history of the Library at the dinner.
- The City Librarian said that Hopley Company has the lowest price for the locking bookcase (to be attached to a table to create computer workstations). They said they will put a finished back on the bookcase. This piece will be purchased with Building Fund money. She will be ordering that bookcase from them and the rest of the furniture from Ross MacDonald Company. The furniture ordered from Ross MacDonald will be paid for by the Friends.
- The City Librarian still has not heard back from JoAnn Goldschmidt about replacing the solid-colored upholstered chairs. She'll phone her again.
- IT manager Rhett Redelings-McDermott asked what features the library would like to add to their web page and the City Librarian said to add

Library Card application and Friends application forms as PDFs to be downloaded and printed. She also asked if the ability to donate online could be added. She has not heard back as to if or when these additions will happen. It was also suggested that it would be nice if Friends members could check online to see if their membership is current.

- Revenue-creating service-the staff has been fine-tuning the passport acceptance service process. Member Geisler suggested a handout/checklist to give to folks. She said she'd take a look at the passport website/application form to see if the idea was feasible.
- Library Policies Manual-no progress to report.
- Centennial Fund Campaign- If Friends Wish List contributions and Centennial Campaign funds are added together, the campaign is now within \$50,000 of its \$300,000 goal. The Centennial Fund Steering Committee will meet on January 20 to discuss plans for reaching the goal and completing phase one.
- Library Foundation- The Sausalito Library Foundation Board (Don Means, Lee Follett, Sue Hock, Fritz Warren, Roxanne Sheridan, Mary Richardson) have finalized their bylaws and appointed officers. Bill Sims said he could probably have all the 501 (c) 3 paperwork ready to file by March 2006. Friends President Roxanne Sheridan will announce the bequest from KT Kalbfleisch's estate and mention the creation of the Sausalito Library Foundation and its statement of purpose at the February 7 Council Meeting. The money will be held in a Friends account until the Foundation is formed at which time the funds will be transferred to the Sausalito Library Foundation. A presentation on the Library Foundation will be made at the March 7 Council meeting.

The meeting was adjourned at 7:20 pm

Next meeting - February 9, 2006 at 6:00pm

Respectfully submitted,

Mary Richardson, City Librarian