

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

July 13, 2006

The regular meeting of the Sausalito Public Library Board of Trustees was called to order on July 13, 2006 at 6:00 pm by Vice Chair Bair. Members De Luca, Geisler and Ware were present.

### Minutes

The Minutes of the May 11, 2006 meeting were approved as distributed.

### Library Operations Reports

- The June and July Claims were reviewed and accepted
- The City Librarian noted that the four upholstered chairs (expenditure approved at May meeting) are on order. The Friends are applying for a grant from the Art Festival for five more of the same chairs for the mezzanine level.
- The City Librarian reported that staff has been shifting books into the new Rare Book cases and noting which books need additional cataloging or need to be added into the catalog. All these changes will result in better access to the Library's rare books.
- A magnifying reader has been donated to the Library. It has been placed near the newspaper rack. It scans pages to be viewed on a large screen. Brightness, background color, size, and length and width of print are all adjustable.
- In the next few months Sausalito resident Betsy Stroman hopes to complete a book (with photographs) about the history of the Sausalito Public Library. The Friends and/or the Sausalito Library Foundation may be approached to fund the publication.
- Fourth Quarter and Annual Statistical Reports-It is important to note that the Library was closed for most of the month of July 2005 while the library was painted and carpeted. Both statistical reports were reviewed and accepted. The City Librarian was asked to find out if it is possible to gather statistics on how many downloaded books on tape and ebooks Sausalito patrons 'borrow'.
- FY 2006-07 Budget-The adopted budget includes restoring the Librarian II position. The City Librarian will work on the recruitment package during August and plans to begin recruitment some time in September.

### Trustee Business

- Stan Bair was elected the new Board Chair and Patricia De Luca the new Vice Chair.
- Board Goals for FY 2006-07 are as follows. They may be further massaged at the September meeting:
  - a) Continue to promote and support the newly established Sausalito Library Foundation
  - b) Create a short and long range strategic plan involving the Library Board, the Friends of the Library, the Library Foundation, and the community at large
  - c) Improve the Library's section of the City's webpage
  - d) Continue updating the Library Policies manual
  - e) Ensure the continuity and sustainability of library administration and operations
- There was some discussion about the relationship between the Library Board and the Sausalito Library Foundation when it comes to making decisions about the direction of the Library. Each group is governed by rules, has specific responsibilities and vision/mission statements. However, there needs to be more clarity about how the two groups interact. The Board decided that Chair Bair should meet with Foundation President Lee Follett and the Librarian during August to discuss this relationship and that the Board devote most of its September meeting to a discussion about the relationship. The discussion should also include how the Friends of the Library and the community are involved in the direction the library takes. The Board will then invite the Foundation Board to its October meeting to continue the discussion.

The meeting was adjourned at 6:45.

There will be no meeting in August. The next meeting will be September 14, 2006.

Respectfully submitted,

Mary Richardson, City Librarian