

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

September 14, 2006

The regular meeting of the Sausalito Public Library Board of Trustees was called to order on September 14, 2006 at 6:00 pm by President Bair. Members De Luca, Follett, and Ware were present.

### Minutes

The Minutes of the July 13 meeting were approved as distributed.

### Library Operations Reports

- The August / September Claims were reviewed and accepted
- Librarian's Report
  - a) The four chairs we ordered for the periodicals section will be shipped at the end of September. The Friends will consider purchasing the 5 other chairs since their grant application to the Art Festival wasn't funded.
  - b) The Friends have approved funding \$4,000 worth of pre-loaded digital audio books by a company called Playaway. The devices are the size of a deck of cards and cost the same as unabridged audio books. The listener simply plugs in headphones to the battery-driven device and listens to the book. The Playaway books can also be adapted for listening in cars.
- The Board reviewed and accepted the 2005-06 Library Profile and 2005-06 Report on Special fee services.
- Librarian II Recruitment- The City Librarian has almost completed preparing the materials for the recruitment of the Librarian II position but has been asked to wait to proceed until after the Finance Committee meets on September 21. The Board was concerned that the recruitment of this budget-approved position has been delayed. President Bair will contact Ron Albert, the Council Liaison to the Board, about this concern and cc the City Manager the communication.

### Trustee Business

- ***Continue to promote and support the newly established Sausalito Library Foundation.*** Library Foundation President Follett described all of the upcoming mailings (a newsletter, and three letters) from the Friends of the Library and Library Foundation to Sausalito's library community. He asked the Board for their input on how to best proceed with several mailings all happening around the same time. The Board suggested that each mailing be devoted to a single topic and have a clear subject heading at the top of each letter, such as Friends Membership Renewal,

or Centennial Fund, or Sausalito Library Foundation. They thought they should be **sent out in the following order:**

- 1) Friends Newsletter (already mailed this week)
  - 2) Friends Membership renewal (in October) (remove the second paragraph and remove "With the Centennial Fund closed and the Foundation Independent" from the beginning of the third paragraph). This letter could possibly be reduced to a half sheet.
  - 3) Centennial Fund Letter (later in October)-Keep the sections talking about the Centennial Fund. Mention that the Centennial Fund (phase one) was emergency / temporary funding to cover a budget shortfall and that a Foundation has been established for those interested in a long term revenue source for and endowment and special projects and, to safeguard the library. Indicate that news about the Library Foundation is coming soon.
  - 4) Foundation Letter (soon after the CF letter)- Will announce the establishment of the Foundation (use some of the text that mentions the Foundation and was removed from the above CF letter) and mention planned giving.
- ***Create a short and long range strategic plan involving the Library Board, the Friends of the Library, the Library Foundation, the City Council, staff and the Community at large.*** After some discussion it was unanimously decided that Library Board President Bair would attend the next Library Foundation meeting to discuss the formation of a task force to start talking about next steps for a strategic plan for the Library. It was suggested that the task force include members from the Trustees, the Friends, and the Foundation.

The next meeting will be October 12, 2006.

The meeting was adjourned at 7:30pm

Respectfully submitted,

Mary Richardson, City Librarian