

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

October 12, 2006

The regular meeting of the Sausalito Public Library Board of Trustees was called to order on October 12, 2006 by President Bair. Members De Luca, Follett, Geisler and Whitaker were present. Also present was City Manager Dana Whitson.

Minutes- The Minutes of the September meeting were approved as distributed.

Library Operations Reports-

- The October Claims were reviewed and accepted
- The City Librarian reported that there is an internal promotional opportunity being posted for City staff to apply for the Senior Library Assistant position (current Sr. Library Assistant Phyllis Brickman is retiring at the end of December 2006). Library Assistant Peggy Gill has applied. The deadline is October 13, 2006. If Peggy is promoted into this position then we will be recruiting for a new Library Assistant II (her current position).
- Fiscal Year 2006-07 Budget-Librarian II Recruitment as it relates to a strategic plan for the Library, Recreation Department and Arts Commission- Discussion with City Manager, Dana Whitson.
 - **The **City Manager** presented the Board with a draft of a list of "Sample questions that might be employed in strategic planning effort regarding Libraries, the Arts and Recreation in Sausalito".
 - **She noted that no outcome is planned or projected.
 - **She explained that Sausalito has an aging population (average age 44.5) that will be more politically active and desiring more leisure activities and educational opportunities and therefore we need to start planning for these both in our buildings and our programs.
 - ***She believes that there are synergies that can be developed between and among the Library, Recreation, Arts, Seniors and related groups that could address the above-mentioned desired activities and opportunities.
 - **She noted that barriers exist to accomplishing planning in this area. Among the barriers are trust, territory, and risk (of losing a resource).
 - ** She noted again that nothing has been decided and that this would be a shared process to determine what we can do collectively / separately to carry out our goals. A dialog and discussion is all that is on the table at this time. She said that nothing will be done that is against the will of the groups and that all outcomes will emerge from the ground up.

**Dana announced that she would be retiring at the end of June 2007 and that recruitment for a new City Manager would begin in the beginning of 2007. She would like this process completed before she leaves.

****President Bair** noted that the Board is interested in brainstorming and efficiencies and that the Board and Library Foundation have already determined that the Library needs a strategic plan that could have synergies with the City Manager's plan. His concern was not filling the Librarian II position while the planning process takes place since the Library needs someone in this position to free the City Librarian to participate in the process. He wondered if this was the Council's intent that we operate short-handed during the process.

****The City Manager** said hiring decisions are very important and we first need to know what talents/skills we're recruiting for. For example, we may not hire a Recreation Director to do what the previous director did. She also said we may need someone in the Library with a technology-bent and that we also need to think about succession planning.

****Member Geisler** noted that we already noted this when we asked to restore the Librarian II position. Why are we waiting?

****The City Manager** said we're hiring for the long-term. We want to make sure we're hiring the right person that meets the vision.

****Member De Luca**- was concerned with the short 6-month time frame for strategic planning. She felt it might not be long enough. **The City Manager** noted that the Library might be able to do a parallel Librarian II recruitment while we did the planning. She believes the Library and Recreation department are managing well enough with temporary solutions to their vacant positions.

** **The City Manager** noted that at least 3 Council members are committed to her proposed planning process and that they see it as an opportunity, not an obstacle.

****Member Follett**- noted that the Board is concerned about continuing the temporary staffing solution for the vacant Librarian II position since it doesn't adequately free the City Librarian to do the work she could be doing (such as with the Library Foundation). He said that all the fundraising campaigns have assured donors that they were not supplanting the library's budget and, that they were reassured when the Council approved restoring the Librarian II position in this year's budget. But now it looks as though nothing is happening. He felt that ignoring the donors by doing this was a huge barrier. He also noted that any real strategic plan cannot be completed in six months.

****The City Manager** said once you hire someone, six months later, after their probationary period, they are permanent so you want to make the right decision. She noted that the person would need broad, collaborative skill sets that complement the Library Director's skills. She reiterated that she is not inextricably linked to not filling the position. That she is open to the idea and will mention its importance to the Board to the City Council.

The Board supported that she ask the Council to reconsider filling the Librarian II position soon.

****The City Manager** listed the groups that could be involved in the strategic planning process: Recreation Department and Library (and their related groups), Public Works, Arts Commission, Art Festival, Sausalito Foundation, Marin Community Foundation

****Member Follett** noted that the Library Foundation and Library Board are also interested in a strategic plan (already in its formative stages) for the Library that involves a similar mix of groups. He said that as broad as the City Manager is saying the Council wants this process to be, he is already seeing boundaries and an end result involving the Library and Recreation Department.

****The City Manager** said the next meeting will include the Recreation Commission, Library Board and Arts Commission.

****Pres. Bair-** stressed that the City Manager urge the Council to have a nexus with the plan and hiring the Librarian II so that this person can enable the City Librarian to participate in the planning process.

****Member Follett-** said that the Library Foundation needs to pitch the Library to its donor constituency and that a strategic plan that focuses on the Library (together with its related groups) and is driven by the Library Board and Foundation is essential to this process.

****The City Manager** mentioned that there are funds to hire a facilitator to work with the planning group she is promoting.

****Member Follett** said that the Board already mentioned the Library's strategic planning process to the Finance Committee when the 2006-07 was being discussed. He thinks the Board is qualified to do the planning process and that turning the process over to the City will "take the wind out of the sails" of the process. **The City Manager** said " we are all the City".

****Member De Luca** felt it was good to open the dialog but that the process felt like we were being approached by a speeding train and that it seemed as if the City was superimposing the plan on the group rather than it being one that emerges from the ground up.

The City Manager said that operations money comes through the General Fund and that we may need to stop some old services and begin new ones to save money.

Member Follett said that a Strategic Plan was a good idea but that he agreed with Member De Luca that it felt as if the Board's Planning process was having another process superimposed on it.

Member Geisler asked if the unfilled Recreation Director and Librarian II position were linked.

The City Manager said they are only linked in that you can only recruit for the positions when you know the vision and that the needs must be determined and then the recruitment will be based on those needs. She reiterated that there are no presuppositions and that she wants buy-in from the Board on the process. **The City Manager will convene the next**

meeting to discuss the proposed planning process. She also mentioned that she will discuss with the City Librarian moving the recruitment onto a parallel path.

**** The City Manager** noted that the City is in better financial condition than it was in 2003.

The City Manager left the meeting at this point and the Board made a few more points before closing the meeting.

- The Board mentioned that it wants to be included in the City Librarian's Goals and evaluation that will a part of the new Merit Pay Program for the Management Group.

The meeting was adjourned at 8:15 pm

The next meeting is scheduled for November 16.

Respectfully submitted,

Mary Richardson, City Librarian