

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

November 16, 2006

The regular meeting of the Sausalito Public Library Board of Trustees was called to order on November 16, 2006 by President Bair. Members Follett, Geisler, Ware and Whitaker were present. Also present was Mayor and Council liaison to the Library Ron Albert.

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

Mayor Albert praised the Board for all it has done over the past few years to keep the Library going during difficult budget times. Since his term ends in December he will no longer be the Board liaison.

Library Operations Reports

- November Claims were reviewed and accepted
- First Quarter Statistical Report was reviewed and accepted. It was noted that the statistics were skewed by the fact that the Library was closed for remodeling during the first quarter of 2005-06.
- Librarian's Report- The Library's contract with Brodart Co. for acquisitions, cataloging and processing services was renewed until November 2008. The Council approved the contract at their November 14, 2006 meeting. The Board talked about their role (according to the Education Code) in approving contracts. The Librarian will send copies of the Municipal Libraries section in the Education Code to the Board.
- Recruitments –The Librarian II recruitment announcement has been posted with a deadline of December 15, 2006. The Library Assistant II announcement will be posted this week.

Trustee Business

Goals progress report:

Library Foundation-The Sausalito Library Foundation will be completing its first year next month. Foundation President Follett will review the Foundation's accomplishments at the December Library Board meeting.

City Librarian's Goals and Pay for Performance Policy

The Librarian noted that the City Council has postponed discussion of the proposed Pay for Performance Policy until its January 2007 meeting so she will wait until it is approved before sharing it with the Board. She did share her proposed goals for 2007. The Board said each goal needed more specific objectives which would further define the goal and make it more measurable. They also said that the goals should also reference any staffing or other assistance necessary for achieving each goal. They noted that the Librarian's

goals should be tied to the Board goals. They also expect to review any additional goals that may be added by the City Manager and they expect to be involved in the evaluation of the City Librarian.

The meeting was adjourned at 5:15pm.

Next meeting – December 14, 2006 at 4:00 pm

Respectfully submitted,

Mary Richardson
City Librarian