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

April 19, 2007

The regular meeting of the Sausalito Public Library Board of Trustees was called to order by President Geisler. Members Follett, Whitaker and Ware were present. Members De Luca and Stroman were absent. Member Stroman was absent because she was attending a Digitization Workshop for libraries.

<u>Minutes</u>- The Minutes of the March 8, 2007 meeting were approved as corrected. Member Follett suggested that the Minutes be distributed as soon as possible after the meeting to enable the Board to refer to them between meetings.

Library Operations Reports

- April Claims- were reviewed and accepted. The City Librarian noted that it
 is increasingly difficult to stay within budget since there have been no
 increases for several years and the cost of goods and services has
 increased.
- <u>Librarian's Report</u>-Nothing to add to the written report.
- Statistical Report (Third Quarter) Reviewed and accepted.
- <u>Librarian II Recruitment</u>- The new Librarian II is Audrey ('Augie') Webb. Her first day will be May 1.
- FY 2008 Budget- President Geisler and the City Librarian will meet with the Finance Committee on Thursday, April 26. The changes to the library's operating budget are a)an increase (approximately \$5,000) in Sausalito's share of the annual MARINet budget and b) a reduction of \$50,000 in the book budget since Centennial Fund contributions will no longer be made after June 2007. A supplemental request will be submitted asking the Council to fully fund the current Library book budget (\$63,800) without the assistance from Friends donation. Without the Friends' contribution, the Library's book budget will be reduced by 78% to \$13,800. Instead of purchasing approximately 2,500 – 3,000 books a year, the Library will only be able to purchase around 500 – 700 books. If the City were to fully fund the current book budget of \$63.800 without the Friends contribution, the budget would still be below its total of \$84,000 in 2004, below a peak of \$98,000 in 2002 and 2003 and below a total of \$70,000 ten years ago in 1998. Maintaining the book budget at \$63,800 does not take into account price increases or increase the total number of books that can be purchased in a year, but it will at least keep the budget from slipping below its current level.

It was also noted that the fundraising the Friends have done over the past three years is way beyond their usual scope of fundraising and they are not able to sustain such a level any longer. They provided short-term

- assistance during difficult budget years and now they are looking to the Council to resume funding the book budget.
- <u>Library Furniture</u>- The City Librarian is looking into purchasing five new chairs for staff and a new desk for her office. She will bring estimates to the next meeting.

Trustee Business

- Strategic Plan- President Geisler has a scheduled phone call with consultant Ruth Metz on April 27. She will be asking her a) what the Board can be doing before they formally gather to meet with her in July b) at what point and how should the committee engage the City in the process and c)what she thinks about fundraising and support related to the Strategic Plan. Homework for Board before the May meeting: Re-read the handout (printout from the Strategic Planning Book) that Geisler distributed last month.
- <u>Library Director Goals / Pay for Performance</u> —The Board was concerned about not having any direct input into the Librarian's stated goals. They are not in agreement with weight attached to some of the goals. President Geisler will draft a memo.
- <u>Library Goals for FY 2007-08</u>
 After some discussion the Board agreed on the following goals for FY 2007-2008
 - a) Create a long-range strategic plan involving the Library, the Friends of the Library, the Library Foundation, City Council, related city departments and commissions, and the community at large.
 - b) Develop and implement one or two special library projects to be funded by the Library Foundation
 - c) Improve the Library's section of the City's web page by regularly updating it and adding new interactive features.
 - d) Develop and implement programs to increase collaboration with any of the following: Recreation Department, schools, seniors, arts and other groups in areas where our missions, services and programs align.
 - e) Ensure the continuity and sustainability of library operations and materials.

The meeting was adjourned at 6:00 pm

Next meeting - May 10, 2007 at 4:00 pm

Respectfully submitted, Mary Richardson City Librarian