

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
July 9, 2013**

The meeting was called to order by Chair Myra Berkowitz at 5:05 pm. Members Don Means, John Walsham, and Elizabeth Terplan were present. Also present was City Librarian Abbot Chambers.

Invite Public Comments

There were no public comments.

Minutes

The Minutes of the June 13, 2013 regular meeting were approved as written. The minutes from the June 6, 2013 special meeting were approved as amended.

Librarian's Report

Chambers reported on the hiring process for a new Library Assistant II to replace Jonathan Hirsch, the current status of the planned collaboration with Willow Creek Academy, the Library's social media presence, the summer reading program, and a plan for holding art exhibits in the Library.

Library Budget Report

Chambers distributed a report from the City accounting system showing June expenditures within the Library's various line items. In future months, Chambers will also distribute a report showing summary expenditures within Library accounts.

Council Buddies Update

Walsham and Terplan reported that they sent the minutes from the 6/6/13 strategic planning session to their council buddies.

Next Steps in Strategic and Long-term Planning

As decided in the strategic planning follow-up session held earlier in the day, Chambers will present a list of proposed strategic areas/categories of focus to the Library Board of Trustees at the August meeting. After review by the Board, the follow-up participants may be asked to reconvene in small groups to develop ideas within the strategic areas. After further evaluation by Chambers, and Board review at the September board meeting, the entire group will likely reconvene in late September.

Library Remodel Update

- The new tables for the mezzanine have been installed.
- Shelf tops and ends have been ordered for the Parenting Shelf in the kids' nonfiction area.
- Richard Graef of Ace Design will be meeting with Chambers on 7/12/13 to review his initial signage ideas.
- A new step stool for the service desk has been ordered from Creative Wood.

FY 2014 Budget Update

The FY 2014 Budget for the Library was approved by the City Council.

FY 2014 Goals

Chambers reported that, in addition to strategic planning and the expected partnership with Willow Creek Academy, his goals for the Library for FY 2014 would focus on the basics, e.g. library policies and procedures, staff training and development, and making small improvements to the library spaces and collections relative to the big changes wrought by the 2013 remodel.

Rare Books

Chambers reported that evaluation of the rare book collection, per the guidelines approved at the June Board meeting, will get underway shortly.

Future Agenda Items

- Strategic planning next steps
- Rare books update

Next regular meeting – August 13, 2013 at 4:00pm

The meeting was adjourned at 6:35pm

Respectfully submitted,
Abbot Chambers, City Librarian