# Minutes of the Meeting of the Sausalito Public Library Board of Trustees October 8, 2013

The meeting was called to order by Chair Myra Berkowitz at 4:00 pm. Members Don Means and Elizabeth Terplan were present. Member John Walsham was unable to attend. Also present was City Librarian Abbot Chambers.

#### **Invite Public Comments**

There were no public comments.

#### **Minutes**

The minutes of the September 18, 2013 regular meeting were approved as written.

### Librarian's Report

Chambers reported on Talk-Like-a-Pirate Day and the Fairy Tea Party, the Sausalito People program series currently underway, shelf maintenance work at the Library to improve the browsing experience of patrons, the now fully functional door counters, new paint for the Library doors and carpet for the elevator, and the update Chambers will be giving to the Sausalito City Council on November 5<sup>th</sup>.

### **Library Budget Report**

Chambers distributed two budget reports from the City of Sausalito accounting system. One showed September expenditures within the Library's various line items. The other showed budgeted amounts and summary expenditures within Library accounts for fiscal year 2014.

### Q1 2014 Dashboard Statistics

Chambers distributed a statistical report showing library performance in a variety of categories. Overall circulation for the period July-September 2013 was up 8.4% over July-September 2012.

#### **Council Buddies Update**

There were no updates to report.

#### **Rare Books Update**

Chambers reported that Assistant City Librarian Augie Webb continues to make progress sorting through boxes of books from the old Rare Book collection. There are five boxes left to sort.

### Art in the Library

Chambers discussed a plan to display works by local artists on the walls of the Library (e.g. an "Artist of the Month"). Details remain to be hashed out regarding display hardware, an Art Committee to oversee the selection of artists and set up, and legal issues related to liability. The Trustees voiced their support for experimenting with art displays in the Library to see if it will work as a sustainable program.

# Willow Creek Academy

Chambers reported that the planned shared services arrangement with Willow Creek Academy has fallen through. There may be no impact on the Library budget. Chambers will be discussing the matter soon with City Manager Adam Politzer.

### **Shared Cataloging with Marin County Free Library**

Chambers presented a plan to contract with the Marin County Free Library for original cataloging work. Original cataloging had formerly been done on an hourly basis by retired librarian Marisa Bowen. Bowen ceased doing the work as of 2-3 months ago. The Sausalito Library only needs original cataloging on 2 or 3 items per month, typically items produced by local authors that have not been cataloged by other libraries. Original cataloging entails creating a full description of a work and assigning subject terms. It is work that needs to be done by a specialist.

Chambers proposes contracting with the Marin County Free Library at the rate of \$8.75 per item, along the lines of an agreement already in place between MCFL and the San Rafael Public Library. Chambers believes that this is a good price and less than it would cost to hire someone to do the work in house. Terplan made the following motion: "I move that we enter into an agreement with the Marin County Free Library to provide original cataloging at \$8.75 per item, as needed." The motion was seconded by Means and approved unanimously.

## **Guidelines for Library Use**

Chambers presented a draft of new behavior guidelines for library users. Chambers will be reviewing the guidelines with the City Attorney and will report back to the Trustees with a revised draft at a future meeting.

### **Future Agenda Items**

- Sausalito demographics
- Signage update
- Update on Trustee terms and finding a new Trustee
- Art in the Library update
- Guidelines for Library Use
- Rare books update

Next regular meeting – November 12, 2013 at 4:00pm The meeting was adjourned at 5:25pm

Respectfully submitted, Abbot Chambers, City Librarian