

**Minutes of the Meeting of the
Sausalito Public Library Board of Trustees
January 14, 2014**

The meeting was called to order by Chair Myra Berkowitz at 4:00 pm. Members John Walsham, Elizabeth Terplan, Diane Brockob, and Don Means were in attendance. Also present was City Librarian Abbot Chambers.

Invite Public Comments

There were no public comments.

Minutes

The minutes of the December 10, 2013 regular meeting were approved as written.

Librarian's Report

Chambers reported on the following:

- The above-average circulation during the period the Library was open between the Christmas and New Year's holidays.
- A short-term consulting arrangement that is underway with Willow Creek Academy. Erin Wilson is helping Willow Creek volunteers set up their new library.
- The "fine amnesty" that will be offered at the Library from January 21 to 27. If patrons bring materials back to the Library during this time, all overdue charges will be waived on those items.
- The projection system that Chambers is investigating for the main floor of the Library.
- The roster for the spring 2014 Sausalito People series.
- Chambers is still waiting for ADA remediation advice from Library remodel project manager Loren Umbertis.

Library Budget Report

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

Q2 2014 Statistics

Chambers distributed a draft version of the Library statistical report for the period October to December, 2013. Total library circulation was up 9.5% for the quarter.

Library Tax

Chambers reported that he discussed the idea of a library parcel tax with City Manager Adam Politzer. Politzer believes that the timing is probably not right for a library parcel tax, given that the Marin County Free Library and the San Anselmo Library are seeking parcel tax renewal in June 2014. If Sausalito is going to seek such a tax, aligning with the MCFL timetable would be beneficial, and June 2014 is too soon to put something on the ballot. The City Council's Finance Committee will be meeting soon with a consultant to discuss potential sources for new revenues to fund service enhancements in the City.

Council Buddies

Terplan and Walsham emailed letters to their “buddies” to voice their opposition to a parcel tax. Brockob reported that she had a conversation with Linda Pfeiffer.

Guidelines for Library Use

Chambers presented a new draft of Guidelines for Library Use. The revised draft consisted of minor changes and the addition of “If the appellant fails to appear as scheduled, the appeal will be denied automatically” to the in-person appeal section. Means made a motion to approve the Guidelines for Library Use, as written, as Library policy. Brockob seconded the motion and it was passed unanimously.

Rare Books Update

In December the Trustees voted to donate 40 books from the Library’s former “rare book” collection to the California Room at the Marin Civic Center. Chambers reported that the books have been sent to the California Room. The California Room reports that they will include a book plate with the donated items that says, “A Gift of the Sausalito Public Library.” Laurie Thompson of the California Room does not believe that any of the remaining items would be attractive to other area archives. Chambers also offered titles in the collection to other public libraries in Marin, but found no interest.

Michael Good purchased 12 additional titles from the collection for a total of \$135. Chambers is now going through the remainder of the collection and adding titles to the Library’s circulating collection, as appropriate. Leftover titles are being sent to the Internet Archive for scanning and storage.

Art in the Library

Chambers reported that the test hanging system is in place in the Library. The Trustees will view the system after the meeting. Unless any member of the Trustees expresses an objection to him -- in which case it will be a topic at a future meeting -- Chambers will go ahead with full deployment of the hanging system.

Signage Update

Chambers reported the following:

- He is moving forward with procuring signs for the mobile display shelves and the collection alcoves on the first floor.
- He is expecting feedback from JoAnn Goldschmidt and her associate Tim Pryor on a color scheme for the new signs.
- He has a preliminary proposal and estimate from Valhalla Signworks in Sausalito and is expecting estimates from several other area firms.
- He will work with Foundation President Barbara Geisler and Goldschmidt to evaluate and respond to the proposals and select a firm to work with.
- He will present final designs to the Trustees before work begins.
- He plans to ask the Friends of the Library for a grant to pay for the signs.

Friends and Foundation

Chambers reported on developments in the discussions underway within the Library Foundation to either pare down the Foundation to a bare-bones operation or transfer Foundation assets to the Friends of the Library through the creation of a Foundation or Legacy Committee within the Friends of the Library. A leadership crisis within the Foundation is driving the discussions.

Future Agenda Items

- Signage update
- Art in the Library update
- Guidelines for Library Use
- Friends and Foundation
- Library tax

Next regular meeting – February 11, 2014 at 4:00pm

The meeting was adjourned at 6:00pm

Respectfully submitted,
Abbot Chambers, City Librarian