

**Minutes of the Meeting of the
Sausalito Public Library
Board of Trustees
July 12, 2007**

The regular meeting of the Sausalito Public Library Board of Trustees was called to order by Chair Geisler at 5:30 pm. Members De Luca (by phone), Kaltreider, Stroman, Ware, and Whitaker were present. Member Follett was absent. Council Liaison to the Board, Mayor Mike Kelly arrived at 6:00 pm.

Minutes- The Minutes of the June 14, 2007 meeting were approved as distributed.

Library Operations Report

Library Claims- July Claims were reviewed and accepted

Librarian's Report- A) The Board agreed with the City Librarian that it was time to withdraw the video collection in order to make room for more DVDs. Libby Wilkinson of the Friends has agreed to have a big sale of the withdrawn videos (probably some time in August). The Board suggested that a sign be posted and other publicity occur (In The Loop, Marin Scope) well in advance of the sale notifying patrons of what will take place. B) The City Librarian reported that she submitted to the Council an update on the progress of the five objectives the outgoing city manager gave her as part of her pay for performance objectives.

Annual Statistical Report- It was noted that the Library closure (for remodeling) in 2005-06 and some system problems in January of 2007 may have skewed the statistics a bit. However, it is clear that DVDs and Books on CD are the most popular circulating items in the collection.

Library Furniture- M/S Whitaker/Geisler, all in favor to approve an expenditure of \$3,200 - \$4,000 from the Library Capital Improvement Fund to pay for 5 new office chairs.

Trustee Business

Board Chair and Vice Chair- Patricia De Luca was elected Chair and Ciji Ware Vice Chair for the next year (beginning with the September meeting).

The Board acknowledged and thanked outgoing Board Members Geisler and Follett for the outstanding leadership and hard work they demonstrated as they brought the Library through a difficult yet rewarding period in its history.

Strategic Plan-

- The Strategic Planning Committee has been selected and includes: Deborah Dewey, Jeremy Holt, Bob Stroman, Augie Webb, Mary Lou Anderson, Fran Nelson, Barbara Geisler, Patricia DeLuca, and Nancy Kaltreider.
- There was discussion about the increase in the quoted price for a phone survey (increase from \$8,000 to \$13,000). After Geisler spoke with Ruth Metz about this Ruth negotiated with the survey professional and brought

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the total down to \$12,000. This includes a larger sample size (360) for a smaller margin of error (no greater than 5%). It would not include an onsite visit, but would include a conference call presentation. It was suggested that the overage be covered with the contingency fund of \$2,990 and that Ruth absorb the balance of the \$1510 in her costs. The Board had no objection (M/S Whitaker/Stroman, all in favor) to the above and approved subcontracting with the Stephen Johnson of Northwest Survey and Data Services to conduct the survey (as amended above by Metz). There was only one question about the sample size- is 360 the total number of calls to be made or the total number of calls to achieve? Geisler will ask Metz about this.

- Sausalito prefixes include 331, 332, 339, and 289
- Mike Kelly suggested that the Board take a look at the survey that Gene Bregman conducted for the City (a pre-Yes on S survey done in February 2006). Stroman will research this with Dale Vaughn.
- Stroman, Geisler and Metz will work on a draft of the survey questions. They will distribute the draft to the Board, then a special meeting of the Board will be called to confirm the questions.
- The survey will probably take place in early September. The first meeting of the Strategic Planning Subcommittee will be scheduled once we know when the survey data will be ready.
- Geisler will write a letter to each Strategic Planning Committee member confirming their appointment, telling them who is on the committee and what their mission will be.
- Mayor Kelly suggested the Board make a brief presentation (under Presentations) describing the Strategic Plan and the phone survey at the September 4 Council meeting. If the timing does not allow for this, then he suggested the Board send a memo to the Council that includes the letter to the Committee members. It was also suggested that articles be submitted to the Marin Scope, IJ, and In the Loop.

Special Library Projects

- Portable Computer Lab (funded by the Library Foundation) project should be ready to roll out in September / October. The first target group for instructing will be seniors.
- Digitization Project (photographs and written documents)- This could be the next project for the Library Foundation to support but the Library could start researching the details now.

There will be no meeting in August,
Next meeting, September 13, 2007

The meeting was adjourned at 6:40 pm

Respectfully submitted, Mary Richardson, City Librarian

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