



APPROVED: \_\_\_\_\_

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD  
JULY 22, 2008

MINUTES

Board members present: Jan Doerfler, Chris Dunn, Clara Frost, Karyn Walker

Staff present: Ed Gallagher, Library Director; Scott Keeney, Children's Librarian;  
Kathy Grosso, Administrative Assistant I

CALL TO ORDER

Doerfler called the meeting to order at 5:00 p.m.

APPROVAL OF JUNE 24 2008, MINUTES

Walker made a motion to approve the minutes. Dunn seconded the motion. Motion passed 4-0.

PUBLIC FORUM

None.

MANELA INVOICES

Walker made a motion to approve payment of the July 2008 Manela invoices. Frost seconded the motion. Motion passed 4-0.

LIBRARY FOUNDATION

Frost said she is resigning from her designation as Board liaison to the Albany Public Library Foundation.

Gallagher reported that Heidi Henry has been hired by the Foundation as a consultant. Henry does nonprofit board training and strategic planning. She will help the Foundation review and update their official policies.

LIBRARIAN'S REPORT

Gallagher distributed a copy of the June 2008 statistics (attached), which reflects over 50,000 items circulated for the month.

Gallagher said he's waiting for Human Resources to finalize paperwork for the 1.75 FTE positions approved by the City Council effective with the new fiscal year (2008/2009). He plans to have an in-house job posting for the full-time Library Assistant position as there is a current Library Aide who has expressed an interest in the position. If she accepts the position, then her current position would be open, at which time Gallagher said he would contact those who applied for the last position opening to learn if anyone of them would be interested in the part-time position. Also, there is the .75 FTE (30 hours per week) Library Resource Coordinator (volunteer coordinator/grant writer) position to fill, which will be advertised.

Four vendors who responded to RFID (Radio Frequency Identification) RFP (Request for Proposal) will be in August 25-27, 2008, to set up and show how their equipment works and to answer questions.

#### OLD BUSINESS

a. New Library Renovation Update

Gallagher said after the meeting he will give a tour of the new Library to those Board members interested in seeing the renovation progress.

b. Fund-raising

Gallagher said that former Mayor Chuck McLaran, Cochair of the Capital Campaign, has begun contacting local businesses regarding donating to the campaign.

Meyer Memorial Trust and the Siletz Tribal Charitable Contribution Fund have both denied the Friends of the Library (FOL) grant requests. Gallagher said the Siletz Tribal Fund indicated the FOL could reapply with a September deadline and with a smaller dollar amount.

#### NEW BUSINESS

a. Material Loans Policy No. 14.1 – Revision

Walker made a motion to approve the revision. Dunn seconded the motion. Motion passed 4-0.

NEXT MEETING DATE: SEPTEMBER 23, 2008

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Recorded by,

Ed Gallagher  
Library Director

Kathy Grosso  
Administrative Assistant I