



APPROVED: November 27, 2012

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD  
October 23, 2012

MINUTES

Board members present: Rosemary Bennett, Kim Brown, Chris Dunn, Arwen McGilvra, Randall Peckham, and Georgiann Wheeler.

Board members absent: Heather Huzefka

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

CALL TO ORDER

Wheeler called the meeting to order at 5:06 p.m.

APPROVAL OF September 25, 2012, MINUTES

Peckham moved to approve as modified. Bennett seconded it. Motion passed 5-0.

PUBLIC FORUM

None

Wheeler mentioned missing series pieces in a collection development and how frustrating it is. Others agreed.

Dunn arrived at 5:09 p.m.

MANELA INVOICES

Brown moved to approve as written. McGilvra seconded it. Motion passed 6-0.

Peckham asked about Manela invoicing and if there was a conflict with government and religion. Dunn explained that the funds for Manela was donated and intended for the purchase of Science and Religious materials. Gallagher explained that a patron should find a good balance of religious and scientific points of views.

LIBRARY FOUNDATION

Bennett stated that the Foundation meets every other month and will be meeting in November.

Gallagher mentioned that the City wanted to investigate the possibility of making the Carnegie ADA (American with Disability Act) compliant. A few of the City's personnel will address it at a future Foundation meeting. Wheeler asked if the building had to be made ADA compliant. Gallagher explained that it did not have to be, but it would be a welcomed upgrade.

## LIBRARIAN'S REPORT

Gallagher shared that the budget discussion will be starting soon. He recommended having a combined meeting, again, with the Friends of the Library, the Foundation, and the Library Board. The budget should be the same as this year. More details to come.

Gallagher shared that he met with the new Lebanon Library Director. They discussed library resources and sharing cards, etc. As Lebanon will be the most popular user of the new Passport Program, they discussed limiting check outs to 5 items and possibly two holds. Both libraries want to be uniform with their decision. Also, Lebanon has an inventory check wand that they currently do not use due to lack of training. An Albany staff member will be learning to use and then train the Lebanon staff. This will be beneficial to know what is on the shelves.

There was discussion regarding the Passport Program and the participation of the smaller libraries, example Jefferson's Library.

## OLD BUSINESS

### a. Trust/endowment

McGilvra shared a handout regarding Library Estate Giving Examples (Exhibit A). There are several sites that have estate planning. One way is for a patron to leave the library a bequest in their will, "I will such and such" along with the Library's tax-id number and then the Library will receive it. If they say the "Albany Public Library" it could be Albany, NY, etc. Gallagher shared that if a patron wants to donate, alive or not, to be as specific as possible about how they want the funds distributed. There are three options for donations; OCF for large donations, FOL, and the Foundation.

Wheeler asked what the next steps were. She recommended the next step be for a committee to be set up. Dunn suggested there be a written policy on educating a patron on how to donate to the library. McGilvra pointed out that in the NOLO book "Effective Fundraising for Nonprofits" was to hold free estate planning seminars at the library.

MOTION: Wheeler moved to form a committee that would examine the process for legacy gift giving that would benefit the Albany Public Library with McGilvra being Chair. Peckham seconded it. VOTE: Motion passed 6-0.

Gallagher mentioned that the committee would work with Library Resource Coordinator LaRee Bates. He recommended bringing up the idea with all the groups FOL and the Foundation. Discussion followed it was decided to start the committee with the board and to take the ideas to the group.

### b. Public Relations Proposal- Continuing last month's discussion McGilvra suggested the Board give pictures of books around town. Wheeler suggested a display "Where do you READ your Albany Library Books?" She thought that Ed and the Mayor could have their picture taken. McGilvra said that once all the pictures were collected, posters could be posted at entrances, pictures on the bulletin board, on the webpage and in the City Bridges. Wheelers suggested a contest. The board will email McGilvra pictures.

MOTION: Brown moved that the process of the public relations campaign "Where do you take your Albany Public Library Book?". Wheeler seconded it.

VOTE: Motion passed 6-0.

c. General Facility Use Policy Revisions

Peckham recommended that the library charge a \$25 deposit for the use of the meeting room and if the room was not left clean or the group did not show up. There was a discussion regarding the amount it was decided to start with \$25 and the amount could be raised at a later date after a trial period. Staff will look into what other departments have been doing for facility rentals. Gallagher suggested that it would start at the beginning of January. This would allow adequate time to notify the regular groups.

MOTION: Peckham moved that the library start have a \$25 deposit for use of the meeting room starting January 1, 2013. Wheeler seconded it.

VOTE: Motion passed 6-0.

NEW BUSINESS

Peckham passed out Washington County Newsletter regarding October Information Literacy month (Exhibit B). He stated that every day we negotiate a complex world of facts, figures, ideas and data. Everyone, even young children need to analyze, critically evaluate the material they encounter. In this world of internet speed moves ahead of real facts. Information literacy is the ability to recognize a need for information, and use the right tools to locate and use information effectively and ethically. Libraries and schools can work together to provide these skills.

NEXT MEETING DATE: November 27, 2012

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director