



APPROVED: January 22, 2013

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD
November 27, 2012

MINUTES

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

Board members absent: Heather Huzefka and Arwen McGilvra

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

Other Nancy Powell, Friends of the Library Chair

CALL TO ORDER

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

APPROVAL OF October 23, 2012, MINUTES

Brown moved to approve as written. Bennett seconded it. Motion passed 5-0.

PUBLIC FORUM

Powell handed out the new Friends of the Library (FOL) brochure (Exhibit A). She pointed out the section for people to fill out to join the FOL.

Powell shared that the December FOL meeting will be a Christmas Tea with Jane Donovan's Reader Theater Group. The FOL program meets the second Friday of every month.

The FOL book sale was a success. This year the book sale raised \$9, 866 and last year was \$8, 477. The net profit is close to \$6,700. The FOL Vice-President Ann Osborn called every member of the FOL which seemed to help provide more volunteer involvement than previous years. Scott Givens helped with the leftover books. Peckham suggested donating the leftover books to a small library. Powell explained that the cost to pick up the books was more of a burden on the smaller libraries.

As a result of the book sale the FOL will give \$15,000 instead of the original \$10,000 budgeted. The dates of next year's book sale are November 8 and November 9, 2013.

The two library book stores are doing well. The Main Library book store sales are approximately \$1,000 a month and the Carnegie book stores makes somewhere close to \$300- \$400 a month.

Powell encouraged the Board to check out the bookstore. She mentioned that Jan McCall makes a doll and if a patron purchases \$10 in books they receive a doll. McCall also has a raffle for the dolls to help raise funds for the FOL.

Brown asked what types of book donations the FOL are looking for. Powell replied that they do not take text books, besides Math and Science, nor Reader's Digest books or Encyclopedia's. When Encyclopedia's are donated they are given to the local schools in need.

The FOL have had a pilot project during the past summer to help keep a couple of the school libraries open. The hope is to try and keep four school libraries open this next summer; possibly Sunrise, Waverly, Timberidge and Tangent. The objective is to keep students reading over summer.

MANELA INVOICES

Wheeler moved to accept the Manela Invoices. Brown seconded it. Motion passed 5-0.

LIBRARY FOUNDATION

Bennett explained there was a meeting change and due to the confusion, few had attended. She will attend the next meeting.

LIBRARIAN'S REPORT

Gallagher handed out copies of the December Library events calendar (Exhibit B). He highlighted a few of the various programs; the Foundations Early Release, Reptile Man, and the Baby Sign Class.

Gallagher shared that on average there have been 61,000 circulations the last few months. He is looking for ways to improve circulation. Powell asked what day of the week had the highest circulation. Gallagher will talk to the Library's IT staff for an accurate count. His guess was would be in the middle of the week with the story times.

Gallagher announced that he would be presenting the Oregon Library Passport Program (OLPP) to City Council on December 5, 2012. The program will start sometime in January. The Lebanon Library will have the same requirements. The plan is to have a five item limit for checkout and allow two holds. There was a discussion on which libraries will be participating in the program.

Gallagher mentioned that the FOL have funds that will be used in getting the furniture reupholstered. Five chairs will be reupholstered first.

Gallagher stated that the grey signs indicating fiction, non-fiction, etc. will be replaced with colorful signs, similar to the children's signs. Peckham affirmed that the murals in the Children's room looked good. He suggested researching on having more lighting at Carnegie if there were funds left over.

OLD BUSINESS

The meeting room deposit is still in the process to begin January 2013.

Gallagher mentioned the December 3, 2012, open house at City Hall for Boards and Commissions to interact with the public. Brown, Peckham and Wheeler affirmed that they would be attending. Board members, Gallagher and the Mayor will have their picture taken for the "Where do you Read your library book?" campaign and board that will be introduced at the open house.

NEW BUSINESS

- a. Staff have requested that refunds not be allowed. With the new credit card machines it creates more staff time and is more difficult to reconcile the paperwork. Discussion followed regarding revising Policy 7.1, #1. To change fine to late fees, delete sentence 3, and to keep sentence 4.

Motion: Bennett moved to approve the revision to procedure 3.18-Refunds as recommended and to approve revision to Policy 7. 1 as read "..., no late fees will be charged. If items are more than six months overdue, the borrower will be charged both replacement charges and any applicable fines."

Peckham seconded it. Motion passed 5-0.

NEXT MEETING DATE: January 22, 2013.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director