

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

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD  
January 22, 2013

MINUTES

Board members present: Rosemary Bennett, Heather Huzefka, Randy Peckham, and Georgiann Wheeler

Board members absent: Kim Brown, Christine Dunn, and Arwen McGilvra

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

Other: Nancy Powell, Friends of the Library

CALL TO ORDER

Vice Chair Heather Huzefka called the meeting to order at 5:19 p.m.

APPROVAL OF November 27, 2012, MINUTES

Member Georgiann Wheeler moved to approve the minutes as written. Member Randy Peckham seconded it. The motion passed 4-0.

PUBLIC FORUM

Nancy Powell, from the Friends of the Library (FOL), handed out a brochure (Exhibit A) inviting the board to become members.

The FOL would like to have a mid-year book sale in the Library's meeting room, starting May 17 through May 18, 2013. In order to have enough books for the sale the FOL need 120 boxes, equaling a couple of thousand books. The plan is to sell fiction, mystery, children's, paperback, and possibly audio visual (AV). There are currently 20 boxes. The FOL will make a final decision at their March meeting. All donations should be brought to the book store.

Wheeler will check her school for any book donations.

The FOL recently gave Encyclopedias to Sunrise Elementary School.

The FOL February program included the Confederated Tribes of Grande Ronde. The meeting will be February 8, 2013.

The FOL January program had the largest attendance so far, with 115 people. The Greater Salem Area Veterans' Organization brought uniforms from WWI, WWII, and Vietnam. The audience shared many stories. The FOL programs usually have 80-90 participants. Because all the chairs were used for the January meeting, the FOL has decided to buy more chairs for the Library meeting room to accommodate larger groups.

The FOL has received a grant request from Young Adult Librarian Doris Hicks for a youth workshop for summer. This workshop would include partnering with Parks and Recreation and was not a request for funding.

Powell gave the financial report of the FOL. During the last 8 months the two book stores have made \$8,611.42, approximately \$1,000 a month. After the \$15,000 pledge to the Library there will be \$9,000 left for the Summer Reading Program, and other needs of the Library. The net from the fall book sale was \$6,190.37. There have been many small donations.

The Library Board members expressed their appreciation for all the FOL does for the Library.

Library Director Ed Gallagher asked about the FOL volunteer staffing. Powell responded that currently there are 25 volunteers. There is a continual search for dependable volunteers. One need is for someone to open up the bookstore on Thursdays. She has requested that Library staff inform her of what days of the week have the highest gate (patron) count. Gallagher replied that the highest gate count usually centers on the children's story times and other program times.

Powell stated that the FOL staffed two school libraries last summer; Cloverridge Elementary and Sunrise Elementary. The FOL requested that the Albany School District let them know which schools are Title 1 programs and which have summer lunch programs. Huzefka shared that Tonja Everest, Elementary Curriculum Director at the district office, has been communicating this information to the school libraries.

The FOL did an evaluation after last year's summer school library program and found it would be best if the schools didn't hire extra people to assist with the program, as the FOL members want to volunteer. The FOL are considering including Tangent School for this next summer's program. The FOL want to involve more FOL members in the summer program but will need to plan early due to the background checks needed.

Gallagher asked if it was possible for the bookstore to create a moveable cart with children's materials to take to the meeting room area before and after story time. Powell affirmed.

Member Rosemary Bennett asked how many members were involved in the FOL. Powell responded there were 200 members.

Huzefka shared that McMinnville has a program that mails books to the home during summer for kindergartners that will be entering first grade in the fall. This has helped the kindergartners stay at their level rather than "starting over" with the basics when they return to school for first grade. Gallagher mentioned that the State Library may have funding for this project. The State Library has been focusing on early literacy. The new State Librarian is MaryKay Dahlgreen.

Huzefka praised Gallagher for meeting with Jason Hoffard-Hay about opening all libraries to the students. Gallagher thought Greater Albany Public Schools (GAPS) could be part of the open source system. A question to ask is: "How can the Albany Public Library (APL) assist with some of the behind the scene mechanics and logistics for school libraries?" The APL children are the same children that are in the schools.

#### MANELA INVOICES

Wheeler moved to accept the Manela invoices as written. Bennett seconded it. The motion passed 4-0.

#### LIBRARY FOUNDATION

Bennett reported that the Foundation met last week. The Foundation did not replace their administrative assistant but the duties have been divided between the members.

The Foundation will be a sponsor of the Flash Mob taking place at the Carnegie Library on February 18, 2013. Library Board member Arwen McGilvra will be leading it.

The Foundation is in the process of rewriting their bylaws.

There is still an ongoing need regarding handicap access at the Carnegie Library. Since there is one library that is accessible the City says that the Library is in compliance.

Librarian Jason Darling, who attended the Foundation meeting, thanked the Foundation for sponsoring the afterschool program this past year. The Foundation will continue to sponsor an afterschool program. It will be called Wonderful Wednesdays. Amy Berry is the person in charge. Wonderful Wednesdays will take place once a month; the next one will be fish printing.

The Foundation had a discussion regarding the Carnegie Library doors. Bennett explained that five years ago a carpenter was hired to build the doors. The objections to installing the doors are that the doors are warped, are solid oak, and it is still unknown what the original doors looked like. Gallagher shared that the doors were built because of a historic grant for \$4,000 and the City added \$3,000. Other concerns are that the doors do not have crash bars and may be too heavy for the frame. The Foundation will pay for a consultant to evaluate if the doors are usable and if the panels can be removed and glass can be added. Peckham recommended looking at other Carnegie buildings for the design of the door.

Bennett stated that Foundation Member Scott Givens supports doing fundraising. Discussion followed regarding if the Foundation fundraising would focus on the entire Albany Public Library or only just Carnegie Library. Gallagher shared that the Foundation has given the Library almost \$100,000 the past few years for the operation of the Library.

#### LIBRARIAN'S REPORT

Staff will have an in-service day on February 18, 2013. Staff usually tries to have an in-service once a year. There will be a person from GAPS to share about the curriculum for early literacy, some team building exercises, and internal staff training, etc.

Gallagher shared that 15 chairs were picked up on Friday to be reupholstered.

#### OLD BUSINESS

- a. Meeting room deposit –  
Administrative Assistant Sheena Dickerman explained that she had talked with the City's Finance Department about implementing a refundable deposit for the meeting room and after that discussion staff found that it was more cost effective to not require a deposit but to keep the existing policy wording of charging the violators. The Board agreed.

#### NEW BUSINESS

Peckham shared that the City has Channel 28 back. He asked if there were any ideas on how the Library could use it. The City will broadcast live City Council meetings.

Peckham mentioned that the State Library is encouraging libraries to see the State Senator in Salem on April 4, 2013, in support of libraries.

Gallagher stated that the Oregon Library Passport Program (OLPP) has begun. The first patron was from the Lebanon Library. Lebanon will have the most participants until Corvallis and Salem libraries begin to participate. The website is [librariesoforegon.org](http://librariesoforegon.org).

The board picked a date and time for the meeting with the Foundation and FOL. The three board meeting will be February 5, 2013, at 7:00 p.m. at the Carnegie Library.

NEXT MEETING DATE: A joint meeting on February 5, 2013, with the Foundation and FOL; and the regular meeting on February 26, 2013.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

Sheena Dickerman  
Administrative Assistant I

Ed Gallagher  
Library Director