



APPROVED: July 23, 2013

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

June 25, 2013

MINUTES

Board members present: Rosemary Bennett, Kim Brown, Christine Dunn, Arwen McGilvra, Randy Peckham, and Georgiann Wheeler

Board members absent: Heather Huzefka

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

Others present: Two others in audience

CALL TO ORDER

Chair Christine Dunn called the meeting to order at 5:04 p.m.

APPROVAL OF May 28, 2013, MINUTES

Board Member Arwen McGilvra moved to approve the minutes as written. Board Member Georgiann Wheeler seconded it. Motion passed 5-0 with Board Member Randy Peckham abstaining from the vote, due to not attending the May 28 meeting.

PUBLIC FORUM

None.

MANELA INVOICES

McGilvra asked if the Library paid full price for books. Library Director Ed Gallagher stated that the Library does not pay full price.

Gallagher explained that the Manela Trust started with \$69,500 and the interest is used to purchase religious, educational, and technical science books.

McGilvra moved to approve the Manela invoices. Board Member Rosemary Bennett seconded it. Motion passed 6-0.

LIBRARY FOUNDATION

None.

## LIBRARIAN'S REPORT

Library Director Ed Gallagher said he had no statistics at this time. He reported that the Summer Reading Program (SRP) has had a busy start. This is the first year in 30 years that retired Librarian Scott Keeney has not been the leader. The new staff has been doing a great job. The first program had almost 400 people in attendance.

Gallagher mentioned that the 2013-2014 Budget was approved at City Council. The budget for the Library is similar as last year for books and materials.

Gallagher shared that the interviews for the Library Assistant position will happen shortly. The part-time position had over 100 applications; staff has narrowed it down to 10 people. The interview committee is finishing up the preliminary screenings. There is a slight chance that the position could be cut because of reduced revenues as a result of the recent Benton County property tax refund decision involving Hewlett-Packard. He will ask City Manager Wes Hare at their next meeting.

## OLD BUSINESS

McGilvra passed out a schedule for the Planned Giving campaign (Exhibit A, see agenda file). She shared that she had not met with the Friends of the Library (FOL). She gave a brief overview for the public. The Board wants to revamp the donation portion of the website in conjunction with the 100 year anniversary celebration in 2014. The funds would go into the Oregon Community Foundation (OCF) Fund and the interest would be used to buy materials.

Theresa Parsons, 3152 Oxford Circle SE, asked how the budget was adjusted. Gallagher explained that revenues have not kept up with the costs of running the Library, or the City. All departments are making adjustments. The Library is fortunate to have the Albany Library Foundation (Foundation), the OCF, the FOL, and other anonymous donors which supplement the General Fund budget for materials. The Finance Director gives each department a set amount to adjust their budget to.

Parsons asked if staffing was paid from the General Fund or from grants. Gallagher explained that a few years ago the City had considered closing the Carnegie Library and the Foundation was formed to help keep it open. In the past, the Foundation has paid some of the Carnegie Library's personnel **costs**; if it was needed the Foundation would probably assist again. McGilvra added that the Planned Giving Campaign is to help keep the Library running.

McGilvra hopes to set a time to meet with the FOL to help set up a PayPal account for giving and to have changes to the website done by August. She hopes to have a draft of a letter ready to send to professionals by the August board meeting and the final approval in September.

Board Member Kim Brown asked if the letter would be sent citywide or to a select group. McGilvra was unsure. She asked if the board thought it was best to pick an age bracket to send the donor letter to or to everyone. The thought is to send one letter in January and a follow-up letter in March which includes an invitation to spring events. The spring events would be estate planning lectures at the Library.

McGilvra mentioned that Don David, a financial planner; and Denise Soto and David Beckham, attorneys, are lined up for presentations at the Library. No dates have been set. She shared that Beckham recommended having a panel for one of the presentations and to include a mortician. Also, David referred her to the Sharpe Group. The Sharpe Group helps philanthropy groups and non-profits organize their giving. The company makes booklets and brochures that are helpful and can be imprinted. The fee is

\$550.50 for 1,000 brochures. Every year the guide is updated. The company also provides a web service, but it may be too expensive at this time.

McGilvra is hoping for free radio spots to advertise the presentations. Wheeler mentioned community forums, Senior News, and the *Albany Democrat- Herald* Senior section as other options. Dunn asked about doing a commercial. Wheeler suggested using the City's television station. Dunn mentioned someone at Spotlight having commercial capabilities. Wheeler shared that she has experience with public service announcements; she can put one together but does not know how to use the equipment.

McGilvra asked if one of the other Board Members would be willing to lead the work necessary for the smaller giving project, the \$100 for 100 years campaign. Wheeler is willing but is unable to do it this week. Gallagher explained that there were over 20,000 properties that pay taxes and the campaign is to ask each property to donate \$100. McGilvra suggested that for one of the gifts they could offer a book plaque at the Carnegie where someone could dedicate a book to someone. Wheeler will meet with McGilvra for further discussion regarding the small gifts giving. Bennett said that the Foundation will also want to participate.

McGilvra asked if the Board had funds to purchase the brochures. Wheeler said to ask the Foundation or FOL. The Board does not have funds. Gallagher added that the Foundation does have a line item in their budget for new initiatives and this would overlap with what the Foundation wants to accomplish. He encouraged McGilvra to proceed in making a decision regarding what to buy, to find out about the logo, and then let Administrative Assistant Sheena Dickerman know what was needed. McGilvra stated she would like to have a variety of brochures. She will meet with Library Resource Coordinator LaRee Bates and discuss which ones would be appropriate. Dunn suggested having the Foundation information on the back of the brochures.

Gallagher reminded McGilvra that the Library Board does not meet in August. McGilvra will adjust her timeline and have the draft ready for the July meeting.

Wheeler stated that the panel would be good to host in June and host a variety of them during the summer. Dunn agreed.

#### NEW BUSINESS

Wheeler asked if anyone had applied for Heather Huzefka's Library Board position that was opening up. Dunn said that the position had not been posted yet, as this would have been the last meeting of her term. Wheeler shared that she was reapplying for her board position.

NEXT MEETING DATE: July 23, 2013.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,

Sheena Dickerman  
Administrative Assistant I

Ed Gallagher  
Library Director