



APPROVED: September 24, 2013

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

July 23, 2013

MINUTES

Board members present: Kim Brown, Arwen McGilvra, Randy Peckham, and Georgiann Wheeler
Board members absent: Rosemary Bennett and Christine Dunn
Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:09 p.m.

APPROVAL OF June 25, 2013, MINUTES

Board Member Arwen McGilvra moved to approve the minutes as written. Board Member Randy Peckham seconded it. Motion passed 4-0.

PUBLIC FORUM

None.

MANELA INVOICES

Board Member Kim Brown moved to approve the Manela. McGilvra seconded it. Motion passed 4-0.

LIBRARY FOUNDATION

Library Director Ed Gallagher shared that Board Member Rosemary Bennett was attending the Foundation meeting which was running concurrent with the board meeting.

Gallagher mentioned the highlights from the minutes of the previous Foundation's meeting. He mentioned that the Foundation investments were up. Scott Givens was going to look into any penalties. The Foundation wanted a meeting with McGilvra regarding donations. Amy Berry had shared that the final Early Release program at Carnegie was held on Wednesday, June 5, 2013. The last program was "Step back in time with Queen Anne" presented by McGilvra. McGilvra shared that the event had went well; Jennifer Moody of the *Albany Democrat-Herald* had done a great write-up. She mentioned that she would be willing to do it once a year. Berry had announced at the Foundation meeting that she will no longer be facilitating the program. Givens will ask the Friends of the Library (FOL) if someone would be interested in taking the lead on the early release program. Peckham asked if the program would shift to the Main Library. Gallagher explained that the Library already has their own programs; this program was specific in drawing in patrons to the Carnegie Library.

Gallagher shared that North Albany Elementary Librarian Becky Koontz may join the Foundation. He added that she will be attending the Foundation meeting today.

LIBRARIAN'S REPORT

Gallagher said that Mayor Sharon Konopa has found someone in the Greater Albany Public Schools who is interested in becoming a board member, Kelley Guilliot. She has been asked to apply and her application will be presented at next month's City Council meeting.

Gallagher announced that they have made an offer for the part-time Library Assistant position, pending a background check. If the person passes they would start in August due to their vacation plans.

Gallagher handed out the stat sheets (See agenda file). He commented that the "May" one is generated by staff and the "June" one is generated from the computer. Some of the numbers are incorrect. The general trend is a tapering off since moving from the old location across the street, but it shows the Library staff is still busy.

Gallagher said he had met with the Linn Library Consortium, led by Linn Benton Community College. The Linn Library Consortium is applying for a grant and seeing if smaller libraries want to join the open source system and use the Linn-Benton Courier service to supplement the Passport system. The grant made it through the first round of reviews. The grant is due August 16, 2013. Based on the group meeting, the Sweet Home Library Director estimated that their cost was \$7,500 a year for their software and the cost would be half that amount if she joined. This would improve everyone's budget beyond the grant. The idea is to have Sweet Home, Scio, Harrisburg, and Brownsville migrate to the Equinox software. Gallagher has asked for a quote from Equinox.

Wheeler asked if the courier service would be used for Albany patrons who would want a book from Lebanon or Sweet Home to come to the Albany Library. Gallagher said it was unknown if there would be reciprocal borrowing. He added that Brownsville has a good historical selection and Scio has a good Christian fiction selection based on their demographics. He believes that with more libraries in collaboration, areas could tailor their collections to best serve their areas and save on staff time and on materials.

Peckham said that there were many websites where people could download electronic books. He asked if the Library would save money if it no longer provided electronic books. Discussion followed regarding e-books. Gallagher said that more data is required to determine the desire of the community; "who are the users" and "what are they not getting".

OLD BUSINESS

McGilvra announced that a few questions need to be answered before she can complete the Planned Giving donation letter. One is seeing if the donations can be added to the endowment fund or not. Library Resource Coordinator LaRee Bates is checking with the Oregon Community Foundation to confirm that donations would be able to be added.

McGilvra handed out a printed copy of the "The Annual Fund: The Cornerstone of All Fundraising" from the American Library Association (ALA) website (see agenda file). She pointed out the last paragraph regarding annual fund and the potential of receiving a larger amount in giving.

McGilvra mentioned that she has a meeting with the FOL President, Nancy Powell, next week regarding their participation and the website changes, using Paypal, etc.

McGilvra said she would bring the draft letter to the September meeting. She shared an example of a draft funding letter (see agenda file).

McGilvra said that there are questions that still need to be answered, such as: "How can OCF accept the funds", and "What kinds of fund can they accept?" If it doesn't work with OCF then they will ask the Foundation. Peckham asked about asking the FOL. Gallagher explained that the Foundation would be next because they have a million dollars already invested and it would help increase the interest.

McGilvra added that there are a couple of funds that can already be added to, like Children's picture books and Manela, but they are very specific. Gallagher shared that the disadvantage to donating to the City accounts is that by law the City is at a disadvantage on how the money can grow. The City has very specific guidelines that it must follow.

McGilvra stated that Bates and she would be attending the OCF conference regarding planned giving in September. She invited the others to join, if they would like, on Thursday, September 12, 2013.

NEW BUSINESS

Peckham shared that he and Bennett had been volunteering at the Tangent Library. They had nine students come by. Approximately 20 people came through during the past few weeks. They had talked about creating a new bookmark. The bookmark would feature Carnegie as "that was then" and feature the Main Library for "this is now". The backside would include information about the City's uniqueness; for example, there are two libraries and the Carnegie it is the oldest library on the west coast. It would also be used to educate how to support the Library: living-will bequest, end-of-year stock, join the FOL, donate books to the books sale, attend events, and the library passport system. Wheeler added that it should include the addresses and the operating hours. Gallagher suggested that the bookmarks have "timeless" information and include information people will want to keep.

McGilvra said to look at the ALA image gallery and posters and encouraged them to use graphic presentation.

Peckham suggested having the City Councilors make a proclamation regarding the Summer Reading Program next year and ask for *Albany Democrat-Herald* to do a larger news piece.

NEXT MEETING DATE: September 24, 2013.

Peckham moved to officially cancel the August 27, 2013, Library Board meeting. Brown seconded it. The motion passed 4-0.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Sheena Dickerman
Administrative Assistant I

Ed Gallagher
Library Director