



APPROVED: _____

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

September 24, 2013

MINUTES

Board members present: Kim Brown, Kelley Guilliot, 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

Audience: One other

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:07 p.m.

There was a quick introduction of new Board Member Kelley Guilliot.

APPROVAL OF July 23, 2013, MINUTES

Board Member Arwen McGilvra moved to approve the minutes as written. Board Member Randy Peckham seconded it. Motion passed 5-0.

PUBLIC FORUM

None.

MANELA INVOICES

None.

LIBRARY FOUNDATION

Library Director Ed Gallagher stated that 2014 will be the 100 year anniversary of library services in Albany. The Carnegie is 100 years old in June. The Foundation hopes to have some events and fundraisers to celebrate.

The Foundation wants to finish renovation projects before that time. Some of the projects include having the front doors hung and covering the cement floors. They hope to have the doors hung before the "Library Uncorked" event in February, and other projects finished in the centennial year.

The Foundation has been pleased with the no school day events; they are hoping to continue with help from the Friends of the Library (FOL) and with staff guidance.

Peckham asked if someone had fallen at the Carnegie. Gallagher reported that a volunteer had fallen down the front of the stairs. The volunteer is doing fine and has returned to their volunteer duties.

LIBRARIAN'S REPORT

Gallagher reported that staff is working on the state report that is due in October. He will bring the statistics to the October meeting. He shared that business seems to have a 1 to 2 percent increase in certain areas. Also, the new Children's staff has been doing well. Participation in the Summer Reading Program (SRP) and other children's programs increased this year.

Wheeler asked if there was information regarding the Passport accounts. Gallagher will bring the statistics to the October meeting. He believes that there are over 150 Passport accounts, mostly from Lebanon. Board Member Kim Brown expressed that was a great number and Wheeler agreed.

Gallagher explained that there was a three year trial period for libraries to opt in. Participating libraries, such as Albany and Lebanon, agree to allow patrons from other participating libraries to borrow "x" amount of items and the items must return to the original libraries. This is a great way for smaller communities to access larger libraries. Currently, Corvallis, Salem, and Eugene; and Multnomah and Deschutes Counties are not participating. He will be having a meeting regarding the Passport Program in October.

Wheeler commented that there were a lot of the coastal libraries participating.

Gallagher mentioned that the Library had finally filled the part-time Library Assistant position. The Library has hired Elizabeth Sonstegaard. She has a Masters in Library Science (MLS).

Gallagher welcomed Guillot to the Board and thanked her for her service and commitment to the Library. Guillot shared that she is a principal at Tangent Elementary and this is her second year. She has been a part of Albany since 2004, when she moved from Seattle. There is a wide range of students who she is serving at Tangent Elementary School. The other Board Members shared a little about their backgrounds.

OLD BUSINESS

a. Planned Giving Committee Draft Letter

McGilvra shared that she had not finished the draft letter yet due to the staff person that would be facilitating the delivery of the letter was not comfortable with the Board doing fundraising.

McGilvra read a portion of the Albany Municipal Code 2.50.030 (1) (f) and (2) (i) describing the Library Board duties and sharing that she planned to meet with the staff member next week as she believes it is part of the Library Board's duties is to help with special trusts. She will make sure all is clear before taking additional steps.

McGilvra shared that she had attended the Oregon Community Foundation's Giving Seminar where it was confirmed that now is the time to be ready by having this on the website. The planned-giving is huge for the Boomer generation. They are not going to give money now, but will leave it in their estate.

Gallagher announced that staff is working on the final pieces for receiving credit card payments online. Everything must be Payment Card Industry (PSI) compliant before moving forward.

NEW BUSINESS

- a. Gallagher reminded everyone that there will be a joint three-board meeting; the Foundation, the FOL, and the Library Advisory Board will meet tomorrow night at 7 p.m. at the Carnegie Library. He explained for Guillot that it is a time for the three boards to meet and greet one another and have one conversation about what is happening with each board

Gallagher mentioned that having a Greater Albany Public Schools (GAPS) representative on the Board is a conscience effort. His desire is to formalize and solidify the relationship between the two agencies. He relies on the GAPS representative to relay what the “pulse” is with the students. The children who access the libraries are the same children in GAPS. Guillot shared that for Title 1 A schools there are new things happening. There will be 8 hours of readiness to help parents come in and learn what they need to help get their children ready for kindergarten. Gallagher added that is in important for the libraries and schools to work together. The Library is doing the same thing. All funding has community partners. Wheeler shared how a patron had come and shared with the Library Board about the need for scholarships in Tangent. Guillot shared that 3-5 teachers received donations from authors; they took books throughout the neighborhoods to hand out to children without access to school or public libraries.

Peckham asked for donations for the FOL “Uncorked” event. If someone from the board has donations they should contact the FOL. Wheeler suggested contacting vendors directly for donations. Peckham added that the FOL made a profit on the book sale.

NEXT MEETING DATE: October 22, 2013.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director