



APPROVED: February 25, 2014

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

January 28, 2014  
MINUTES

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

Board members absent: Christine Dunn,

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

Audience: Nancy Powell, Friends of the Library President

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:04 p.m.

APPROVAL OF December 10, 2013, MINUTES

Board Member Randy Peckham moved to approve the minutes as written. Board Member Rosemary Bennett seconded the motion and it passed 6-0.

PUBLIC FORUM

Friends of the Library (FOL) President Nancy Powell shared that the book store total for the last eight months is \$9,173.40. This averages over a \$1,000 a month for both book stores. Starting the first week of March, the plan is to open the bookstore on Thursdays. This will allow the store to be available to most of the patrons that come through the Library.

Powell announced that Randy Peckham will be the new historian for the FOL. Board Member Arwen McGilvra asked who keeps the historic records at the Library. Library Director Ed Gallagher replied that it was divided up by various staff. Youth Services Librarian Doris Hicks has a scrapbook of all the children's activities and administrative staff keeps the permanent historic files.

Powell stated that the FOL programs average 80 to 100 people. She announced that the next program, on February 14, will present Dr. Max Geier, author of *Murder on the Oregon Rails*. It is the true story of a war bride murdered on a train.

Powell said that the FOL is presenting "Library Uncorked", a fundraiser for a youth scholarship fund. The fund would provide for Greater Albany Public School (GAPS) students who live outside the City limits to receive a library card. The speaker will be Kathy Herring. Jacopetti's will do the catering and Affair catering has secured more than half of the wine for the event. The event is on the FOL Facebook page. There will be a silent auction. Library Resource Coordinator LaRee Dominguez has been a tremendous support. She commented that Senior Library Assistant Debra Shadle had done a beautiful display at the

circulation counter, with pictures from Bill Marshall. She added that Marshall had donated signed prints for the silent auction. Some of the other silent auction items include a fishing trip, a wilderness tour, doll clothes, a bucket of tools from Parr Lumber, a Seahawks fan kit, and two beautiful wine racks. The Grand Prize, for the ticket drawing, will be a weekend at a Bed and Breakfast at Agate Beach. At the current time 51 of the 100 tickets have been sold. Peckham added that there was still a need for donations for bottles of wine. Gallagher offered to donate a bottle of wine for the event. Powell added that there is a need for a couple of coat racks. She added that the local children's symphony will be playing music in the background. She praised Jessica Pankratz and the Library staff for all their support for this event.

Powell shared that the FOL are staffing "Wonderful Wednesdays", an afternoon program on the second Wednesday of each month for school age children.

#### MANELA INVOICES

McGilvra raised an objection about the book *Fukushima: The Story of a Nuclear Disaster*. She asked for further review of the book.

Board Member Kim Brown moved to accept the rest of the Manela list, with a review of the book *Fukushima: The Story of a Nuclear Disaster* by staff before approval. McGilvra seconded the motion and it passed 6-0.

#### LIBRARY FOUNDATION

Bennett reported that the floors and doors will not be ready for the Carnegie's 100-year celebration. Historian restoration expert Allen Nelson, who originally built the doors, has declined to do the projects. Another person has been contacted to finish the project, but they will not be able to finish the projects in time for the event.

Bennett shared that the Foundation board financial statement is available.

The Foundation had talked about having the History of Carnegie display, which is being created by Library Resource Coordinator LaRee Dominguez, to be finalized by NoDinks, in order to have a more permanent display. The display is for the 100 year celebration event in June.

#### LIBRARIAN'S REPORT

Gallagher reminded the Board there are many electronic resources at the Library, such as the Learning Express database where a person would be able to take the General Education Development (GED), Graduate Record Examinations (GRE), Law School Admission Test (LSAT), and Medical College Admission Test (MCAT) practice tests. The Learning Express database has the New GED practice tests available. The Library spends over \$10,000 a year on database subscriptions.

Gallagher shared that the Library staff has an in-service on President's Day, February 17. This is a time for projects and training for the staff. The public already assumes that the Library is closed and it allows for all the staff to train together.

Gallagher mentioned that the budget meetings begin tomorrow evening. It will be a time to review the budget calendar. At this time, the Library funding looks to be similar to last year.

Gallagher announced that he would be speaking to the Greater Albany Rotary Club on Monday, regarding the Library.

Gallagher handed out statistics for the Library (see agenda file). There was an 8% increase in the Children's picture books from the previous year's June and July. He announced that there was going to be another retirement at the end of the fiscal year. He estimates that a third of the staff will retire in the next five years.

Gallagher showed a flyer for *Every War Has Two Losers*, a free screening with filmmaker Haydn Reiss, at the Linn Benton Community College Albany Campus on February 10, 2014 (see agenda file). The Linn Libraries Consortium allows resources to be shared and promoted. Scio, Harrisburg and Sweet Home will be joining the consortium.

Gallagher passed around the Library's February Calendar (see agenda file). It was noted that the FOL event on February 14 was not listed.

Gallagher said that with the celebration of 100 years of Library service it is a good time to start talking about a new strategic plan in the next few months.

Gallagher reminded the Board that they are welcome to drop in or call him with any questions, comments, or ideas.

#### OLD BUSINESS

- a. Planned Giving Committee Draft Letter – McGilvra stated that she had emailed a rough draft of the letter (see agenda file). She asked for the Board to review and suggest edits. She is going to email it to Library Resource Coordinator LaRee Dominguez.
- b. McGilvra is working on setting up meetings in June and July on estate planning. She is thinking of one evening and one weekend, plus a few daytime workshops to try and reach as many people as possible. She would like to include a "Question and Answer" (Q&A) with a panel of presenters at several times. Wheeler recommended having an agenda for the two months two months of meetings and to schedule the panel at the end. She suggested having the public write questions at the meetings and then saving them for the panel discussion meeting to be held at the end of the series of meetings.

#### NEW BUSINESS

- a. Volunteer Policy 22.1 – update (see agenda file)  
Administrative Assistant Sheena Dickerman shared that the change was to clarify that a person must volunteer four hours a month rather than twelve hours within a quarter. Gallagher added that it helped with the management and count of volunteers.

Board members shared that they had not known about the volunteer policy and that someone could earn a library card.

McGilvra moved to approve the Volunteer Policy with changes as written. Peckham seconded it. Motion passed 6-0.

Board members shared that staff should recruit volunteers when patrons cannot afford a non-resident card.

- b. McGilvra announced that there would be a Reading Flash Mob on Saturday, March 1, at the Carnegie Library. She shared that she wanted to promote the event within the schools. Board Member Kelley Guilliot shared that to have it sent to all the schools McGilvra would have to provide the copies and then take it to the District for approval. Once approved, the District would send the copies to the various schools.

NEXT MEETING DATE: February 25, 2014.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

*Signature on file*

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

Ed Gallagher  
Library Director