



APPROVED: March 19, 2014

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

February 25, 2014
MINUTES

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

Board members absent: Christine Dunn and Randy Peckham

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 5:04 p.m.

APPROVAL OF January 28, 2014, MINUTES

Board Member Arwen McGilvra moved to approve the minutes as written. Board Member Kelley Guilliot seconded the motion and it passed 5-0.

PUBLIC FORUM

None

MANELA INVOICES

McGilvra asked if further review of the book *Fukushima: The Story of a Nuclear Disaster* had taken place yet. Library Director Ed Gallagher had brought the book into the meeting and replied that the book was on site but staff had not reviewed it yet. McGilvra asked what the 363 Dewey classification meant. Gallagher replied it was in the Social Science area, under hazardous materials.

McGilvra moved to accept the current Manela list. Board Member Kim Brown seconded the motion and it passed 5-0.

LIBRARY FOUNDATION

Board Member Rosemary Bennett said that there was nothing to report as the Foundation did not meet this month, they meet every other month.

LIBRARIAN'S REPORT

Gallagher handed out the Library's March Calendar. McGilvra expressed praise for how the Reading Flash Mob was advertised. Guilliot asked how the calendar was publicized, if it was sent to the schools. Gallagher replied that it was on the Library's website and downloadable. Guilliot asked if it could be sent to the schools for a couple of months to see if it made a difference. Gallagher said he would pass the idea

on to the staff. It could be valuable for a parent to see it. Guilliot shared that at schools like Liberty, the parents would take the information for things to do with their children and it would be good for those that haven't brought their students in before.

Gallagher referred to the back of the calendar. On March 20, there will be a music event at the Library. Last year there were three music events. The gentleman who started the chamber music project wants to help the Library be associated with cultural events. Last time they had over 100 people. They hope to have the smaller events in the Garden room at the Library. He encouraged the Board to promote it. Guilliot asked if the Library was interested in music pieces by children. Gallagher replied that in the future they would; currently the focus has been at Oregon State University. Guilliot shared that there is a jazz and an a cappella group at Liberty Elementary School. Gallagher remarked that the space at the Library would be very limited.

Gallagher shared that the Oregon Daffodil Society will be presenting the Albany Daffodil Show at the end of March.

Gallagher reported on the "Uncorked" event that was postponed from February 15, 2014, to February 22, 2014, due to the inclement weather that had taken place. He said that one anonymous donor that had not been able to attend gave \$1,000. The last count was that the total was \$6,200.

There was discussion on the best way to maximize the funding raised to reach the 800 families outside of the City limits, with the focus on the families that receive a free or reduced lunch. Gallagher asked Guilliot for ideas for an administrative process for the Greater Albany Public Schools (GAPS) families that qualify to receive a Library card.

Gallagher announced that the Library was closed for three days, due to the large amount of snow, for the first time, ever.

Gallagher shared that starting March 14 the budget process starts. Overall the funding should be the same as the current fiscal year. The Library will have a several personnel changes with retirements and some of the staff adding hours, and will include a bilingual part-timer who has a strong outreach to the Spanish speaking community and who initiated a basic computer class in Spanish. Guilliot asked if the person had connected with the bilingual person in the district. Gallagher believed staff had, but he would confirm.

Gallagher asked for the Board to begin thinking about a strategic plan. What do they see? For staff, the question is "Why do you come here (to work)?" The Library sees approximately 1,300 people a day. The idea is to think about the next 100 years in 5-10 year segments. Brown pointed out that a new Library was built. Wheeler mentioned the Oregon Passport Program. Gallagher added more questions to think about such as:

- "How does it fit in the plan?"
- "How do you sustain?"
- "What is the best way to fund the Library?"
- "Is it a high priority to fund a district card", and
- "There are \$3 million dollars in endowments; should that triple?"

Brown recommended that the Board return with ideas at next month's Board meeting.

OLD BUSINESS

- a. Planned Giving Committee Draft Letter – McGilvra stated that she had only heard from one board member. Gallagher said that Library Resource Coordinator LaRee Bates is reviewing it and will get her a final version. McGilvra is still working on dates. Wheeler suggested a Tuesday evening. Brown recommended the first of the month. McGilvra said it would be May, June, and July, and September would be the Question and Answer session. Members discussed putting it on the website and putting posters in the Library. The meetings would be the first Tuesday of the month at 6:30 p.m.
- b. Reading Flash Mob- McGilvra handed out the flyer promoting the Flash Mob at the Downtown Carnegie on March 7 at 5:00 p.m. (see agenda file.) It is the same day as a fundraiser for the Humane Society and is the same week as the “Reading Across America” campaign. She is hoping for 100 patrons.

NEW BUSINESS

- a. GAPS family cards. Gallagher will follow up with GAPS on how to get cards to those in need. Guilliot mentioned that FACT acts as the districts social worker and those involved may have an idea on how to streamline the process.

McGilvra shared that the City of Albany had done a recent survey and that out of 1,619 only 207 had said that they had not used the Library. Gallagher added that Library services scored high. Gallagher shared that a majority of the email addresses came from the Library but patrons have the option to opt out of City related emails.

Guilliot shared that the school district is putting time and money towards instruction for incoming Kindergarteners and parents. Fifty percent of the previous incoming kindergarteners did not know their alphabet letters. All title schools will have evening events, with a bilingual assistants well. She thought this would be a great opportunity for the schools and Library to partner in reaching families.

Board members changed the next Board meeting date from March 25, 2014, to March 19, 2014.

NEXT MEETING DATE: March 19, 2014.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director