



APPROVED: April 22, 2014

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

March 19, 2014  
MINUTES

Board members present: Rosemary Bennett, Kim Brown, Randy Peckham and Georgiann Wheeler

Board members absent: Christine Dunn, Kelley Guilliot, and Arwen McGilvra

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 5:25 p.m.

#### APPROVAL OF February 25, 2014, MINUTES

Board Member Randy Peckham moved to approve the minutes as written. Board Member Kim Brown seconded the motion and it passed 4-0.

#### PUBLIC FORUM

None

#### MANELA INVOICES

Board Member Rosemary Bennett moved to approve the Manela as presented. Brown seconded it and it passed 4-0.

#### LIBRARY FOUNDATION

Bennett reported that the Foundation will have the kickoff event for the Albany Summer Passport on June 14, 2014, and will need volunteers. They will finalize their plans at their May meeting.

Bennett shared that the Foundation is preparing for the floors to be put in but there is still questions about if the doors are able to be used. Foundation Member Dick Olsen wants to talk with Historian restoration expert Allen Nelson. The second person the Foundation approached to install the doors has declined.

Wheeler asked if the doors were compared to the frame where they will be hung in order to see if they would fit. Library Director Ed Gallagher replied the doors had been tried when they were originally built. The doors were warped when delivered. There are other issues with meeting code.

Bennett shared that the Foundation was planning other centennial events; some possibilities were during the "Historic Homes Tour" and "Antiques in the Street". They are hoping to finalize plans at the May 18, 2014, meeting.

Bennett added that the Foundation had suggested opening the Carnegie for the Albany Summer Passport. She shared that when they had the schools open last summer it went well. It was suggested to have it open with one Library staff member and a volunteer. Gallagher had informed them that there was no funding for staffing Carnegie on Saturdays, but he welcomes further discussion about using volunteers.

Wheeler asked if there could be an "Adoption for Pets" day on a Saturday at Carnegie. She shared that this was an event that had taken place at her old library. Gallagher recommended that it would be better to do it at the Main Library.

Bennett added that the Foundation's financial report was at \$1 million.

#### LIBRARIAN'S REPORT

Gallagher reported that the departments had met with the City Manager and the Finance Department and received the number on which to build their budget. He met with the Budget Committee the previous week and it went well. The budget looks to be the same as last year. There may be a little bit of funds that can be added to the General Fund for books due to the personnel changes. The Library presentation to the Budget Committee will be May 13, 2014.

Gallagher passed out statistics for the Library (see agenda file). He said that the total number is for people sitting at the public computers. The self-check number has stayed at 60%. The statistics were a snapshot of the electronic side of the Library.

Gallagher shared that he had met with Linn County Cooperative Libraries. Sweet Home Library has started the migration process to Evergreen. Harrisburg and Scio libraries will follow before the end of June. For the second year, the libraries have been discussing utilizing the Linn-Benton courier system. The finer details of the program are still being worked out, such as holds and charges. Lebanon represents 70 % of our passport participants. He mentioned that Deschutes, Eugene, and Corvallis libraries are not participating.

#### OLD BUSINESS

- a. Planned Giving Committee Draft Letter – Discussion was postponed until McGilvra could attend.
- b. Reading Flash Mob- Brown mentioned that there were 35 participants.
- c. Greater Albany Public Schools (GAPS) family cards - Gallagher had not heard a final financial total from the Friends of the Library (FOL) for the Uncorked event. Peckham stated that all the auction items had sold. Gallagher said that that he will work with the school staff to identify qualifying free- and reduced- lunch families

Gallagher stated that the Board could send all ideas to him.

#### NEW BUSINESS

- a. Gallagher mentioned that Library Aid Antonia Hernandez had started the Spanish beginner computer classes. There were approximately 14 attendees.

- b. Gallagher voiced that he would like to keep the strategic plan under new business. He asked the Board for recommendations, ideas, etc. He suggested that the Board may consider a retreat to dedicate time to meet about the strategic plan.

NEXT MEETING DATE: April 22, 2014.

ADJOURNMENT

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

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director