



APPROVED: May 27, 2014

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

April 22, 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

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:02 p.m.

The Board had a moment of silence for Chair Christine Dunn who passed away on April 9, 2014. The Board reflected on her wonderful witty personality and the hard work she had done as a member of the Library Board. She will be missed.

APPROVAL OF March 19, 2014, MINUTES

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

PUBLIC FORUM

None

MANELA INVOICES

Board Member Arwen McGilvra moved to approve the Manela as presented. Board Member Kelley Guilliot seconded the motion and it passed 6-0.

LIBRARY FOUNDATION

Bennett mentioned that there was no Foundation meeting in April.

Library Director Ed Gallagher reported that the Foundation had received bids for the replacement of the Carnegie basement flooring. The City will be responsible to move the books and shelves. McGilvra asked if volunteers could assist. Wheeler emphasized the importance of having everything returned in alphabetical order.

LIBRARIAN'S REPORT

Gallagher handed out the statistics for the Library (see agenda file). He pointed out that the Library pays \$15,000 a year for databases. Based on the statics staff may need to educate patrons and highlight the benefits of the databases. Databases are the Library's 24/7 resources.

Gallagher shared that the state subsidizes the core of databases. The Library pays for the Pronunciator, Genealogy, Legal forms and a few others. Brown asked if a person would need an Albany Public Library card to access the databases. Gallagher replied yes.

Gallagher mentioned the outside Library children's programs listed were school visits by staff. The large meeting room is used frequently; one count that is not recorded is the Conference room use, with approximately 21 meetings this month. The Oregon Daffodil show utilized the meeting room a few weeks ago.

Gallagher reminded the Board of the upcoming budget meetings. Public Works will begin on May 6, 2014, should their presentation end early enough then the Library presentation would be that evening. If not, the Library is scheduled to be first on May 13, 2014. Currently, the Library budget is similar to last years. There is a slight increase in wages and benefits but with the retirements and other staffing changes, more funds have been allocated toward books from the City's General Fund. He would like the Board to be part of next year's budget discussion regarding allocation of funding. Members asked if they should attend this year's budget meeting. Gallagher replied that over the years many of the Board members have attended Budget meetings and/or City Council meetings advocating for the Library. This year is not a controversial year but it is always great to hear from the public in favor of the Library.

OLD BUSINESS

- a. Planned Giving Committee Draft Letter – McGilvra handed out a final draft of the letter (see agenda file) that will be sent to financial leaders. She asked if the Library had set up with Oregon Community Foundation (OCF) for annuities. Gallagher replied no. Currently the Library only draws funds from OCF. Wheeler asked who would be the person to talk with OCF. Gallagher replied himself or Library Resource Coordinator LaRee Dominguez.

McGilvra is working on a list to send the letter out to Certified Public Accountants and financial planners. The next letter financial planning letter will go to the public.

McGilvra handed out a schedule of the estate planning series (see agenda file). The series will start at 6:30 p.m. on the first Tuesday of the month. She is still lining up someone for the August 5, 2014, date. The plan is to have the speaker talk for 45 minutes and the last 15 minutes for a question and answer time. The September session will have a panel for discussion.

McGilvra stated that a press release and public service announcement still needs to be created. She is looking to have it on Channel 28 and listed in the Albany Democrat Herald. She will ask Friends of the Library Nancy Powell to put in the FOL news letter and other options for advertising. Members shared other ideas; assisted living area, senior center, and senior publications and other businesses. Gallagher expressed that it would be nice for personal contact at those locations. Wheeler volunteered to hand out flyers and posters downtown. Brown volunteered her husband's office, but added that most of the clients were teenagers. Wheeler

suggested the antique mall. Gallagher recommended contacting KGAL the radio station located in the previous main Library building.

McGilvra is hoping that the Foundation will be willing to fund the brochures regarding financial planning.

- b. GAPS family cards – Gallagher mentioned that FOL President Nancy Powell contacted Greater Albany Public Schools Board Chair Frank Bricker regarding getting the family cards for the low-income families in the district.

Guilliot shared that she had received the information she needed from her office manager regarding implementation of the cards and will schedule a meeting with Gallagher to go over the final details.

Gallagher shared that the FOL had raised \$7,000 for the cards. Guilliot said that only a couple of staff, at each school, will be able to know and assist with getting the cards out.

Wheeler asked if there would be any publicity that would come from the cards. Gallagher replied yes.

NEW BUSINESS

- a. Gallagher reported that the City was going to use a program called Goodsnitch. One of the Parks and Recreation employees' brother invented it and is allowing the City (and other cities) to use it for free. Other business organizations have to pay for it. It allows for the public to send responses regarding City services.
- b. Gallagher encouraged the Board to read the Code of Ethics from the American Library Association (see agenda file). He asked them to look it over and think if there was anything that the Library would want to adopt in the strategic plan. Staff will bring language before the board regarding children's privacy rights and confidentiality.
- c. Gallagher shared about the Library participating in E-rate and that he had been working on a telephone and internet reimbursement, which required that Children's Internet Protection Act be in place (see agenda file). The City already has that children's internet protection. The Library could recover another couple of thousand dollars with having this in place.
- d. Strategic plan- Gallagher encouraged the Board to continue to think about the strategic plan. Brown suggested a survey for patrons that could be administered when checking out books, asking "what do they wish was different" or "what other programs would they like to see". Gallagher replied that the City finished a survey recently and that information could be used. McGilvra suggested a separate meeting to work on the strategic plan. Wheeler suggested the summer. Members discussed possibly meeting in August to discuss the plan. They tabled the discussion regarding a date until the May meeting.
- e. Gallagher shared that the Mayor may have someone in mind to fulfill the open Library Board position.

- f. Elections - Bennett nominated Wheeler to be the Library Board Chair. Peckham seconded it. Motion passed 6-0.
Brown nominated Bennett to be Vice-Chair. McGilvra seconded it. Motion passed 6-0.

Guilliot shared that there were some major personnel changes coming to the GAPS system over the next two years.

NEXT MEETING DATE: May 27, 2014.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:22 p.m.

Respectfully submitted,

Signature on file

Signature on file

Sheena Dickerman
Administrative Assistant I

Ed Gallagher
Library Director