



APPROVED: January 27, 2015

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

December 9, 2014

MINUTES

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

Board members absent: Kelley Guilliot

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 5:01 p.m.

APPROVAL OF October 28, 2014, MINUTES

Board Member Arwen McGilvra asked for clarification under the Librarian's report page 2, second paragraph, second sentence, if the groups had actually visited the families. Library Director Ed Gallagher replied no. He asked for the following corrections to be made to the minutes. In paragraph four, sentence one, after "Program", add a ", Juntos, is a grant that"; and after (GAPS), remove "and" and add a comma. In sentence two, remove "The groups have visited"; and at the end of the sentence, add "have joined thus far."

McGilvra moved to approve the minutes as corrected. Board Member Rosemary Bennett seconded the motion and it passed 5-0.

PUBLIC FORUM

None

MANELA INVOICES

McGilvra moved to approve the December Manela as presented. Board Member Kimberly Brown seconded the motion and it passed 5-0.

LIBRARY FOUNDATION

Bennett read the minutes from the November 18, 2014, Foundation meeting (see agenda file).

LIBRARIAN'S REPORT

Gallagher mentioned that there is a parking project for the business and housing next to Carnegie that will involve clear cutting of the trees and shrubbery around Carnegie. Part of the agreement will include

maintenance. The renovation plan for Carnegie indicates that the trees are too close to the building. Wheeler asked if there was a process that the Library would need to go through to cut the trees down. Gallagher explained that the trees are not big enough to need to go through the City's tree removal process.

Board Member Anne Taleff arrived at 5:17 p.m.

Brown asked when the project would take place. Gallagher said within the next year; the plans might have been submitted today or will be submitted soon.

Gallagher said that the recent Budget Committee Work Session was an opportunity for staff to share the status of the City's finances. The Budget Committee Meetings will begin in the spring of 2015. The Library may see a smaller budget next year. There is a bond measure for Police and Fire under consideration that may go to the May 2015 election. Bennett asked if the bond would help with the financial tightness. Gallagher replied that in the short term it will have no impact.

Gallagher shared that the Library has filled the three part-time Aide positions. For the next few months they will be on desk. One new Aide is a native Spanish speaker. Another has been a library patron since she was eight years old, a volunteer, a temporary worker, and is finishing her library degree. Another has her masters in Library Science and was involved in the film industry and archival in California. The Library is working with Barrett Temporary Agency for on-call temporary employees who have customer service skills.

McGilvra asked who currently is doing the social media. Gallagher replied that it is collaboration between Librarians Elizabeth Sonstegaard, Diane Moody, and Library Resource Coordinator LaRee Dominguez. He will set up a meeting between McGilvra and Sonstegaard, to be introduced.

Gallagher shared that the Linn Benton Consortium will meet tomorrow and should have an update on the web project and courier service between the six libraries. He will have more information at the January Library Board meeting.

Gallagher said he would give a report in January regarding the Dolly Parton Imagination Library.

#### OLD BUSINESS

- a) Strategic Planning- The Board decided to try for a three board meeting on January 15, 2015, at 6:30 p.m. at the Carnegie Library. McGilvra, Taleff and Brown will be the Library Board representatives.
- b) Uncorked Family Cards- The Friends of the Library (FOL) plan to interact with Greater Albany Public Schools (GAPS) to try and have more families participate in the Uncorked Grant Family Cards. The Uncorked event in February 2015 will be held at the Main Library and a couple of key families will give testimony.
- c) Meeting Room Policy- McGilvra suggested adding a 3. A. to say "Accredited institutions may apply to the Library Director for the use of the room for a fee at a rate of xxx." Gallagher and Administrative Assistant Sheena Dickerman will find out what the Parks and Recreation Department charges for the use of spaces.

#### NEW BUSINESS

- a. Minimum Library Staffing – Gallagher explained that staff would like an official minimum staffing requirement to operate the Library. There should be a minimum number scheduled in order to serve effectively and to be safe. Currently there are times when areas within the Library have been unstaffed in order to cover breaks. Discussion followed. The Board supported the idea of minimum staffing levels and recommended that Gallagher ask City Manager Wes Hare if there was a formula for how many staff are needed in a building the size of the Library for staff and Library patrons to be safe.

NEXT MEETING DATE: January 27, 2015

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director