



APPROVED: March 24, 2015

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

January 27, 2015

MINUTES

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

Board members absent: Kim Brown and 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 5:00 p.m.

APPROVAL OF December 9, 2014, MINUTES

Board Member Rosemary Bennett moved to approve the minutes as written. Board Member Arwen McGilvra seconded the motion and it passed 4-0.

PUBLIC FORUM

Friends of the Library President (FOL) Colleen Keller invited the board to the “Uncorked” event on February 7, 2015. Tickets are available for \$25. The event is from 5 p.m. to 8 p.m. in the Library meeting room. Jacopettis will be providing the food and Julie Tripp will be the guest author for the evening.

The FOL monthly presentation on February 13, 2015, at noon will host Ariko Iso, Oregon State University’s (OSU) head athletic trainer. She spent nine years on the Pittsburg Steelers’ staff before coming to OSU.

MANELA INVOICES

McGilvra moved to approve the January Manela as presented. Bennett seconded the motion and it passed 4-0.

LIBRARY FOUNDATION

Bennett read the minutes from the January 20, 2015, Foundation meeting (see agenda file).

Board Member Randy Peckham arrived at 5:10 p.m.

Keller asked if donations would go to both libraries or just the Foundation.

Members discussed the difference between donations to the Library Foundation, FOL, and Oregon Community Foundation (OCF) Sharpf fund. McGilvra pointed out that the Library's website, library.cityofalbany.net, shows the different ways to give funds. Bennett mentioned that a brochure would be helpful. McGilvra said it was on the list but the question is, who would pay for brochures to be printed.

LIBRARIAN'S REPORT

Library Director Ed Gallagher continued the donation discussion. In a perfect world the Foundation would be one group listed under OCF and Carnegie would have a portion of funds out of that. The desire is to have donating be less confusing. The clarifying message of how and where to donate would be a good project for a subcommittee from the boards.

Gallagher shared that officially the budget season opens on Thursday, January 29, 2015. The Budget Committee will come together and plan their calendar. The Library will present their budget to staff on March 17, 2015. City staff receives a target number and it is a fixed number. There is only so much you can do after the personnel costs. He asked the Board to consider coming in mid-May to sit in on the Budget Committee Meetings. City Manager Wes Hare and others will propose some fee increases to help with the budget.

OLD BUSINESS

Wheeler will contact Board Member Kelley Guilliot. Gallagher will also contact her. He asked the Board to be thinking about other Greater Albany Public School staff that would be willing to be part of the Board.

Peckham asked for an updated Board members contact list to be sent to them. Administrative Assistant Sheena Dickerman will get the information to them.

Gallagher expressed his excitement for the "Uncorked" event. He shared that the new staff are doing well. A couple of new staff will be assisting with story time. The staff will have an in-service day on February 16, 2015. There will be a guest speaker from Linn Benton Community College who will speak on how to deal with parents and their children. The staff will also spend half the day moving large collections that need to be moved. The Fiction and Mystery sections are very tight.

McGilvra moved for the staff to have an in-service on February 16, 2015, to move collections. Peckham seconded it and the motion passed 5-0. Gallagher will take this information to the City Manager.

- a. Three Board meeting- McGilvra shared that the attendees did an overview of where the Library is at and how well the services are doing. Gallagher added that at the end of the meeting the board supported the emphasis on early childhood literacy. The boards still need to create some goals. McGilvra said that another idea that came out of the meeting was redoing the back meeting storage room at Carnegie. Discussion followed regarding making use of the space and having programs inside the building.

Board Member Anne Taleff asked if "Juntos" was an early literacy program. Gallagher replied yes. He explained that it is a partnership in the community and meeting a significant need. The group met twice last week, with approximately 30 children and their parents in attendance.

- b. Meeting Room Policy- Dickerman shared Parks and Recreation Facilities Rental Rates per hour for the use of the Albany Senior Center. McGilvra suggested \$25 per side per hour for accredited

institutions using the Library's meeting room for accredited institutions classes. Discussion followed.

McGilvra moved to add a bullet point under Facility Use policy number 3, to say "Accredited institutions may apply to the Library Director for the use of the room for a fee at a rate of \$25 per hour per side." Taleff seconded it, it passed 5-0.

- c. Minimum Library Staffing- Gallagher shared that he had talked with Hare and there is no set policy for minimum staffing per square footage. Each City building is different. Gallagher will investigate other libraries in the region and see if they have a policy in place.

NEW BUSINESS

Carnegie Parking- Gallagher met with City Attorney Jim Delapoer and he recommended the Board make a motion for the City to move forward on the Carnegie parking project or not. There are many benefits to the project; more downtown parking, new landscaping for the Library, and drainage issues will be resolved.

Gallagher added that it will be a joint use agreement. Trees will be removed soon but additional scaled down trees will be added.

Bennett moved for the Library to move forward with the parking project with Lepman properties as discussed in this meeting and the previous meeting minutes. McGilvra seconded the motion and it passed 5-0.

NEXT MEETING DATE: February 24, 2015

ADJOURNMENT

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

Respectfully submitted,

Signatures on file

Sheena Dickerman
Administrative Assistant I

Signatures on file

Ed Gallagher
Library Director