



APPROVED: April 28, 2015

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

March 24, 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 5:06 p.m.

APPROVAL OF January 27, 2015, MINUTES

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

PUBLIC FORUM

None

MANELA INVOICES

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

LIBRARY FOUNDATION

Bennett read the minutes from the March 17, 2015, Foundation meeting (see agenda file).

Bennett explained that because the Foundation was a public non-profit they must spend a certain amount of funds, which is being determined.

Bennett added that she had finally seen the Carnegie doors that have been discussed for the past few years. She said, "They are beautiful". Library Director Ed Gallagher added that the doors were purchased by the City of Albany with a matching grant. It would be nice to have the doors up. There are some logistics that need to be worked out.

## LIBRARIAN'S REPORT

Gallagher mentioned that Librarian Jason Darling will be getting a bid from Udell Engineering on the cost to finish putting the shelving in the Carnegie basement. The space will be active with the Oregon collection and city directories.

Board Member Randy Peckham arrived at 5:16 p.m.

Gallagher shared that Francis Stillwell is raising funds to give her book *Oregon's Botanical Landscape* to every library in Oregon for free. Bennett asked how much money she was attempting to raise. Gallagher replied approximately \$10,000; she will ask large organizations, such as Hewlett Packard and Target.

Gallagher said that he had met with the Finance Department staff on March 17, 2015, regarding the budget for next fiscal year. Aside from a small increase that will cover contractual, healthcare cost, etc, most budget line items will remain the same. He added that due to cost savings and other strategies he was able to allocate \$30,000 more towards books. The Library will be able to ask the Friends of the Library (FOL) and the Foundation for fewer funds towards books and allow them to spend their money towards other projects for the Library. The Budget Committee meetings begin May 7, 2015. The Library portion will start on May 14, 2015. He does not foresee any issues. Everyone is invited to the budget meetings. The meetings start at 6:30 p.m.

Gallagher mentioned that at the April meeting he will try and show the statistics of how the Albany Library compares to the other nine Oregon libraries that are comparable in size, such as McMinnville, Tigard, Tualatin, Springfield, Corvallis, and Lake Oswego.

Gallagher added that the new security gates and radio-frequency identification (RFID) equipment has arrived. The cost was approximately \$65,000. The Foundation will pay for Carnegie's portion. The FOL will contribute funds and a few other small sources of revenue helped move the project forward. The equipment is an improvement and Equinox would no longer service the old equipment. With the purchase of the new equipment, the maintenance is a third of the previous cost. This allowed for the funds for books to increase in the General Fund. Technology is very expensive but it allows the Library to do more with less staff.

Gallagher commented on the budget sheets, noting that the Library is doing well and is only at 67 percent at the 75 percent mark for the year. Bennett asked about the \$82,000 from the Oregon Community Foundation (OCF). Gallagher explained that it is the percentage that is given based on a two million dollar endowment. It has been the same amount for a few years. McGilvra explained that the amount depends on the contract. Gallagher said he had not seen more than a four percent disbursement. The donor has mentioned that they will give another million at a future date.

Board Member Anne Taleff asked how the Library "Uncorked" event compared to the previous year. Gallagher said that they netted \$10,000 this year and approximately \$7,000 last year. Originally the event was to raise funds for non-resident Greater Albany Public School (GAPS) children for library cards but the amount of cards has been low. Next year the project will change and the funds will go to other projects. Administrative Assistant Sheena Dickerman gave an update that less than 20 family cards have been utilized. Gallagher added that staff is looking into other avenues, such as Head Start and projects like the Juntos program that is with the Library, Linn-Benton Community College (LBCC), and GAPS. Bennett mentioned that the Main Library was a good venue to host the "Uncorked" event. Wheeler added that the number of attendees was limited at the Carnegie.

Taleff mentioned that GAPS Assistant Superintendent Tonja Everest is interested in attending meetings and is aware of the students living outside of City limits. Gallagher will contact West Albany High School Librarian Gene Beckner after spring break to talk about the possibility of having the GAPS school libraries join the Library's open source system and see if it would be a better deal for them. Taleff thought it would cause more work for the Library. Gallagher explained that the school libraries would have their own access but the libraries would be able to see which school had the item(s) that were desired and would help with the overlap in ordering.

Gallagher would like to see a county wide system. He explained that as part of the catalog system the library hosts other libraries cataloged items. If a patron wants something they would get a passport card and go to that library and check out the item. Currently, there is no courier service. The Linn Consortium is working on courier service for the summer. McGilvra said it would be helpful for students to know that their school library or other libraries had the information that they needed or wanted. Gallagher added that GAPS could use a courier system that they already have. Bennett added that this would be good for the summer libraries; students from other schools would be able to check out at the summer library schools.

Gallagher stated that the Library will be closed on April 5, 2015, because no one comes into the Library on Easter.

Gallagher mentioned that the Oregon Library Association (OLA) conference will be in Eugene this year. Several staff will be attending. If any Board member would like to attend, the Library will provide the funding and to contact Dickerman to make arrangements.

#### OLD BUSINESS

Wheeler shared that she had talked with Board Member Kelley Guilliot and that she no longer would like to be on the Board. Dickerman will contact her about receiving a letter of resignation. Gallagher will make a point to meet with her in her new position. If any Board member knows someone within the City limits that is a part of GAPS and would like to be on the Board, they should let Gallagher know.

#### NEW BUSINESS

McGilvra shared that at 1:00 p.m. on Wednesday, March 25, 2015, the "Unlocking Social Security" presentation will be held at the Library. Community members had contacted the sponsor and requested that there be another presentation. The sponsor brought back the speaker from Denver, Colorado. Wheeler added that he would be worth listening to again. McGilvra said he did a good job of keeping it non-political. She is working on the Summer Estate Series. Possible presentations are Sheila Roberts regarding elder abuse and the Samaritan Health Chaplain about hospice preparation and other issues. Wheeler said that the presentations would be different enough to attract people. McGilvra hopes to have four seminars again starting in June and ending in September. She asked the Board Members to think about how to help promote the series.

Peckham asked about a presentation for people taking out IRAs and charitable ways to donate in order to reduce taxes McGilvra said that organizations, such as Edward Jones, have too many restrictions on what can and cannot be said to give a presentation. Someone who is an investment speaker and not an investor would be helpful. She stated that normally speakers cost but local people have been volunteering to do this. Gallagher added that the goal is that the Library would be a place where people think to donate. Wheeler wanted to ensure that people know who to give to so that not all funding would be donated exclusively for Carnegie. McGilvra would like brochures to be printed but funding is needed, approximately \$600 to \$900. Gallagher said the funds were irrelevant; the question is what to create.

Gallagher said that conversations are all it takes with donations. A donor wanted to give \$1,000 towards the Library and asked what was needed. They didn't have to give to the Foundation or FOL; the Library and the City of Albany can accept donations. The Foundation is excited about their funding and their projects for the Carnegie. Bennett agreed with concept of a brochure and having information made to be clear. Older patrons may not go to the website but their attorneys should know how to donate. McGilvra asked if a nice brochure with everything broken down, as on the website, or something on how to give to the Library was what was wanted

Discussion followed regarding brochures and having patrons know if they want to give towards books or something as grand as having the meeting room named after them. McGilvra will bring an example of the half-page flyer to the next meeting. It will be simple information regarding how to give to the Library. The goal is to hand out the brochure at the seminars and to plant ideas of how the Library can better serve the community in the future, such as more rooms or a computer center. The idea is to have patrons thinking of what they want to add to the Library. Peckham shared the idea of adding a coffee house, since people like to read and have their coffee.

NEXT MEETING DATE: April 28, 2015

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:17 p.m.

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director