



APPROVED: May 26, 2015

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

April 28, 2015

MINUTES

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

Board members absent: Jean Gritter and Randy Peckham

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 5:03 p.m.

Newest appointed Member Jean Gritter will start at the next meeting.

APPROVAL OF March 24, 2015, MINUTES

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

PUBLIC FORUM

None

MANELA INVOICES

None

LIBRARY FOUNDATION

Bennett reported that there was no meeting in April; the next meeting will be in May.

LIBRARIAN'S REPORT

Library Director Ed Gallagher gave an update on Carnegie Library. He said the installation of the doors is moving forward. He is waiting to hear back from Architect Robert Dortignacq regarding supervising the installation. The bid for the bookshelves is complete and they work will be scheduled. He has not heard from the Planning Department on when the parking lot will be presented to the City Council.

Gallagher announced that the Library received the Oregon Heritage All Star Community 2014 Grant to digitalize the Albany Museum's collection. The Federal grant funds projects that bring libraries and museums together. Carnegie Librarian I Jason Darling is officially on the Museum board. This project

must be completed by June 30, 2015. The funds can be used for staff time and the purchase of equipment. The plan is to digitalize the Bob Potts photograph collection that is currently in boxes at the museum. The hope is to secure funds in the future to digitalize other projects. Previous Librarian Lydia Hunter had started this work before she left. Another idea is to scan the *Albany Democrat-Herald* collection to make it searchable, requiring purchase of a \$12,000 microfilm scanner. He is waiting to hear from a few sources.

Gallagher mentioned that several staff attended the Oregon Libraries Association conference in Eugene; he is waiting to hear the reports.

Gallagher shared that he met with the Linn County Consortium and are close to the implementation of courier services. This will be a lot of work, but good to see if it will work for future.

Bennett asked how the system would work. Gallagher replied that the grant will be use to help pay for the Linn-Benton Community College courier system, to make stops at Harrisburg and Scio. Depending on how often the courier currently gets used, the Consortium will add funds. The details are still being worked out.

Board Member Anne Taleff asked how the online catalog would work. Gallagher explained that there would be a drop-down menu and it would have similar restrictions as the Passport Program. In theory, the patron would place a hold on the item, but would have restrictions such as three holds and only five items being allowed to be checked out from a particular library.

Gallagher shared that the Library's budget presentation would be May 14, 2015. (The actual budget presentation was held on May 7, 2015). He plans to present how the Albany Public Library (APL) compares to other libraries (see charts in agenda file). APL has half the budget and less staff and more library visits than others. Board Members suggested some changes to the charts to make it easier to understand. Gallagher explained that Information Technology Director Jorge Salinas had his intern help put the charts together. The budget presentations would be the same format as the previous year. He asked board members to share any ideas for the budget presentation. Discussion followed regarding the budget.

OLD BUSINESS

McGilvra shared the draft legacy giving brochures (see agenda file). She commented that the final version will have the official banner and higher resolution. Brown asked if the brochures would be mailed. McGilvra replied that they would be handed out at the Estate Planning Series and available to be handed out at the Library or other locations. Discussion followed regarding which versions the board members preferred. The Board agreed to add a Carnegie picture, include legacy giving information prior to the Foundation giving information, and specific draft pages. Gallagher made a copy of recommended version (see agenda file). He asked McGilvra to send it to Library Resource Coordinator LaRee Dominguez.

McGilvra shared that Estate Planning series will be the second Monday of the month from June through September, from 6:30 p.m. to 8:00 p.m. She is working on the speaker schedule. On June 8, 2015, Officer Sandy Roberts will be speaking on elder care.

NEW BUSINESS

Administrative Assistant I Sheena Dickerman handed out the Library's Code of Conduct Policy. She stated that the policy needed to be updated. Gallagher added that some of it needed to be clarified and made more useful for the public. He asked the Board to review and bring recommendations to the next meeting.

NEXT MEETING DATE: May 26, 2015

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director