



APPROVED: June 23, 2015

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

May 26, 2015

MINUTES

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

Board members absent: Randy Peckham

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

Audience: 4 others

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:07 p.m.

Wheeler welcomed new Board Member Jean Gritter. Each Board Member shared about themselves.

APPROVAL OF April 28, 2015, MINUTES

Board Member Kim Brown moved to approve the minutes as written. Board Member Arwen McGilvra seconded the motion and it passed 6-0.

PUBLIC FORUM

None

MANELA INVOICES

None

LIBRARY FOUNDATION

Board Member Rosemary Bennett read the Foundation minutes from the May 19, 2015, meeting (see agenda file).

Bennett added that the Foundation is looking to spend \$60,000 and trying to figure out what and where the needs are.

Library Director Ed Gallagher added that one of the Foundation members was looking into the Foundation history. A belief is that some of the earlier larger financial gifts were for a permanent endowment.

Gallagher shared that some of the Foundation members had mentioned giving Greater Albany Public Schools (GAPS) a portion of the funds. He does not recommend funds be given to GAPS. The Foundation has their mission to keep the Carnegie Library and has to keep in mind a broader strategic plan. Both GAPS and the Library children/students are the same.

#### LIBRARIAN'S REPORT

Gallagher stated that the official start date for the Summer Reading Program (SRP) is June 1, 2015. Performers are scheduled when school is out. The Knights of Veritas will be at the Main Library on June 20, 2015. They will also be at the Lebanon Library later that day with a trebuchet.

Gallagher reported on the Budget Committee meeting held on May 7, 2015. There is a little more funding for books. The General Fund is up \$50,000. Police and Fire presented at the May 14, 2015, Budget Committee meeting.

Gallagher mentioned that the Dolly Parton Imagination Library Project details are still being worked out. He is working with United Way Executive Director Greg Roe on the project and will come with an update at the next Library Board meeting. The project's goal is to get one book each month to each pre-kindergartener, to the extent that there is funding. He said Roe has had a few sizable donations and there is a possibility of a matching donation.

Gallagher asked Gritter to share ideas of helping GAPS and the Library work together. Gritter shared that one idea was to consider having student body cards serve as youth library cards. Gallagher added that he talked with System Administrator Jeremy Miller and learned that there should be a way to make it work. Gritter said they are still working through how to handle the privacy and how to transmit information into the database. One idea would be have a stack of registration cards for the schools to put in packets for the families to pre-fill out. Brown asked if parents usually went to high school registrations. Gritter replied yes.

Gallagher is looking into how to streamline the registration process. He is working with the City's Information Technology Director Jorge Salinas regarding a database that the Library can interface with the data that is already in the system for the City's other departments. The goal is to eliminate paper registrations.

Gritter said that a high school student can "opt out" in giving information to the military and should be able to do a similar for getting a Library card. She added that it would be nice if every child in school had a Library card.

#### OLD BUSINESS

- a. Brochure draft- McGilvra passed around a final draft (see agenda file). Gallagher suggested some edits.
- b. Code of conduct – Gallagher would like to have it condensed and be a visual for patrons, with a reference to the detailed Code of Conduct. Discussion followed on identifying what it should say. It was decided that the Board Members would bring their list to the next meeting. Gallagher recommended the Board Members look at the code of conduct from other libraries that they visit.

NEW BUSINESS

- a. Estate Planning Series- McGilvra announced that she had to cancel the June meeting. The first meeting will be in July with Attorney Dave Beckham. She handed out the flyer (see agenda file). She asked for the Board Members to assist in promoting the series.

NEXT MEETING DATE: June 23, 2015

ADJOURNMENT

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

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director