



APPROVED: July 28, 2015

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

June 23, 2015

MINUTES

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

Board members absent: Anne Taleff

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 5:04 p.m.

APPROVAL OF May 26, 2015, MINUTES

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

PUBLIC FORUM

None

MANELA INVOICES

Library Director Ed Gallagher explained how the Manela fund was an endowment. Olive Manela gave an endowment for purchase of educational, technical, and religious focused books. The endowment was for \$70,000 with the interest being approximately \$3,000 a year to spend on books.

Board Member Arwen McGilvra asked how long that the Library keeps "*For Dummies*" books. Gallagher was unsure. Discussion followed regarding technology versions, although no action or decisions were made.

Wheeler asked if the Library intended to get a 3D printer. Gallagher replied no, unless there was a specific donation. It is costly to maintain.

Gallagher stated that one of the conversations amongst libraries is that libraries are being used more often as space for community events.

McGilvra made a motion to approve Manela for May and June as submitted. Board Member Randy Peckham seconded the motion and it passed 6-0.

LIBRARY FOUNDATION

None

LIBRARIAN'S REPORT

Gallagher thanked the Board for their work. He said that the Summer Reading Program (SRP) is going well; lots of children have signed up. Board Member Jean Gritter added that the Knights of Veritas (an SRP event) took place on Saturday, June 20, 2015. Discussion followed regarding the performer.

Gallagher mentioned that the Library is under budget for the 2014-2015 Fiscal Year. He shared that he is working on a personnel issues, one of which is a staff person who is reducing their hours and assigning other staff to specific duties. Overall the staff stress level is down.

OLD BUSINESS

- a. Brochures- McGilvra mentioned that the brochures are done, besides needing a high resolution logo. Gallagher will talk to Graphics and Web Specialist, Matt Harrington. Bennett was pleased that the picture of Carnegie was added and looked good. Others agreed.
- b. Code of conduct –
McGilvra made a motion for the Library Board to seek approval from the City Council to have the Library become a tobacco free campus. Brown seconded it.

Gallagher encouraged the Board members to talk to their Council representatives. Discussion followed on the best way to communicate with the City Council. Board members will call their representative. McGilvra will work on a draft letter to take to the City Council and will bring it to the next Board meeting.

Peckham asked if there was a law that required the Library or City to provide a smoking area. Gallagher did not know.

A vote was taken on the motion for the Library Board to seek approval from the City Council to have the Library become a tobacco free campus and it passed 6-0.

Board members shared their top choices for the new Code of Conduct policy (see agenda file for Bennett, McGilvra and Taleffs' preferences).

Wheeler read her list for the top six:

- 1) no smoking, tobacco use, alcohol or firearms
- 2) no unattended children
- 3) no shirt, no shoes, no service
- 4) do not disturb others with loud talking, phone calls, noises, running, soliciting
- 5) no eating or drinking, except in designated areas
- 6) no animals except service animals, no bicycles or skateboards etc.

Discussion followed about what the wording should be.

McGilvra asked that the firearms disclaimer be added to the bottom.

Gallagher mentioned the supervision of children 10 years of age and younger. One issue for staff is that parents drop off their children and leave them unsupervised. Discussion followed, although no decisions were made.

The Board members recommended Bennett's proposal, with a slight modification, adding that non-service animals are prohibited.

- 1) Quiet please
- 2) Watch your children
- 3) Respect other's privacy
- 4) Respect library materials
- 5) The following are prohibited: firearms, tobacco, alcohol, and eating. Drinks must have lids.
- 6) Shoes and appropriate clothing are required in the Library at all times.

c. Estate Planning Series- McGilvra asked for the promotion to be put on the Library's website and on the calendars.

NEW BUSINESS

a. Public Library Director's Annual Meeting. Gallagher mentioned the flyer regarding the annual meeting (see agenda file). Discussion followed. As the date gets closer they will discuss who will attend and carpooling options.

b. Children's Internet Protection Act (CIPA) Compliance & Internet Safety Policy

Gallagher shared that CIPA provides federal funding for internet protection. The Library receives approximately \$3,000 a year for E-rate, but CIPA is different. Discussion followed regarding internet protection at the schools.

Gallagher stated that the City has filters in place and there has not been a problem, but being compliant would allow for funding for equipment and the expense that comes with maintaining the filtering technology. Discussion followed regarding creating a policy.

A sample policy was handed out (see agenda file). McGilvra noted that the Library's name could be added to the sample given.

Gallagher said that currently the access to the internet is the same for all; the only filters are the City's filters. The Library has not had any problem with unacceptable sites.

Gallagher said the new policy has funding up to \$2.30 per square foot for public libraries. The Library is approximately 50,000 square feet. McGilvra asked if it would pay for staff time to maintain the filters. Gallagher replied no; it would be for the equipment.

Gritter said that it should be easy to have a filter on the children's computer and have another filter with a different name for the adult area. The schools have a filter for youth and for staff. If a student is doing research and is blocked, staff can override. It may be able to be done for the library too. She suggested that one possibility is a filter could be associated with a patron's card.

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The Board discussed having two different levels, one for adults and one for children. No decisions were made. The Board will continue the conversation.

NEXT MEETING DATE: July 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