



APPROVED: April 26, 2016

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

March 22, 2016

MINUTES

Board members present: Rosemary Bennett, Kim Brown, Randy Peckham, and Georgiann Wheeler

Board members absent: Jean Gritter, Arwen McGilvra and Anne Taleff

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I, Librarian I Jason Darling, Librarian II Lynn Kauffman, and Librarian II Elizabeth Sonstegaard.

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:05 p.m.

APPROVAL OF February 23, 2016, MINUTES

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

PUBLIC FORUM

Librarian II Lynn Kauffman introduced herself. She primarily works in the technical services area. She replaced retired Librarian II Laurel Langenwalter. She praised Langenwalter's work. She commented that she used to work a lot in the reference area. On April 1, 2016, she will have worked for the Library for 13 years. Wheeler shared that she had moved here around the time that Kauffman was starting.

Librarian II Elizabeth Sonstegaard stated that she works in the adult reference area. She is part of the Library's web team and oversees the social media. She is part of the Oregon Digital Consortium. She orders adult fiction, mysteries, and periodicals.

Librarian I Jason Darling stated that he has worked for the Library for 12 years and works primarily at the Downtown Carnegie Library. If he works at the Main Library it is usually on the weekend. Gallagher added that Darling was in a unique position as he is the only full time Carnegie Librarian. He encouraged the Board if they had questions regarding the Carnegie Library to ask Darling.

MANELA INVOICES

None

LIBRARY FOUNDATION

Bennett read the minutes from the March 15, 2016, Foundation meeting (see agenda file).

The person who broke into the Carnegie Library has been charged and is required to pay retribution. The Board discussed the incident and praised the Albany Police Department for their work with the Library.

LIBRARY DIRECTOR

Gallagher asked the Board to pick a couple of dates for a three board meeting. The first choice is April 14, 2016, at 6:00 p.m. at the Carnegie Library. Board Members Rosemary Bennett, Kim Brown and Giorgiann Wheeler will be representing the board. The backup date is April 19, 2016. Administrative Assistant Sheena Dickerman will email the other boards and will let Bennett know the number of attendees.

Gallagher asked about the legacy giving brochure that Board Member McGilvra had worked on. Bennett replied that she thought there was an issue with the Library logo. Dickerman will follow up with McGilvra. Gallagher shared that the Library received donations to print them and it would be good to finish them. This topic will be added to the April meeting agenda.

Gallagher read a draft of Memorandum of Agreement between the City of Albany and the United States Department of Energy's National Energy Technology Laboratory (NETL) which utilizes the Library, if necessary, as an offsite emergency operations center (EOC) (see agenda file). He added that the City would use the Library as an Emergency Command Center (ECC) also, if needed. Discussion about the ECC followed. The Board was supportive of the Library being used as an EOC and ECC. No decisions were made.

Gallagher handed out the Proposed Budget (see agenda file). The Library budget is up \$130,000. He suggested that they study the budget and if they had ideas on how to save or areas that needed to increase to let him know. He encouraged them to attend City Council meetings and make recommendations. On May 10, 2016, the Budget Committee meetings start, with Public Works presenting first. The Library presentation will follow; it is usually around 9:00 p.m.-9:30 p.m.

OLD BUSINESS

- a. Fees and Fines- Dickerman mentioned that the City Council passed the resolution authorizing the \$15 threshold.
- b. EBSCO Solar Panel Grant – Gallagher mentioned that EBSCO, which provides ebooks and audio books, tithes some of its profits to sustainability, and has a solar panel grant that the Library will apply for. It is unknown how the grant will be distributed, whether to one library or multiple libraries. The deadline for submission is the end of April. Library Resource Coordinator LaRee Dominguez and Gallagher will be working on it. He will keep them posted. He shared that the Energy Trust of Oregon helped purchase the Library's lighting. The Library is the most efficient library in the country. The goal is to lower the power by \$20,000, which would be used for books, etc.

NEW BUSINESS

None

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NEXT MEETING DATE: April 26, 2016

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:46 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director