



APPROVED: June 28, 2016

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

May 24, 2016

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 5:02 p.m.

APPROVAL OF March 22, 2016, MINUTES

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

PUBLIC FORUM

None

MANELA INVOICES

None

Board Member Jean Gritter arrived at 5:03 p.m.

LIBRARY FOUNDATION

Board Member Rosemary Bennett read the minutes from the May 17, 2016, Foundation meeting (see agenda file).

Board Member Kim Brown arrived at 5:05 p.m.

Bennett asked if anyone was interested in volunteering at the Saturday market to promote the Saturday openings at Carnegie. Wheeler suggested sandwich boards for directions.

McGilvra added that if there was already another Foundation they would be more willing to change their name. Wheeler added that a name change can be incredibly difficult. Bennett appreciated the Foundation was willing to discuss a name change.

Bennett mentioned that the Foundation had discussed the installation of the Carnegie doors. Library Director Ed Gallagher added that one person never followed through. There are other contacts.

Peckham asked if there was going to be a table at the Saturday Market. Bennett said that Foundation Chair Mark Spence had recommended walking around with bookmarks. Peckham suggested giving free books away. Gallagher said that he will ask Library Resource Coordinator LaRee Dominguez for a couple of boxes of books to give away. McGilvra said she would mention it to Mark Spence. She announced that she is the Foundation's new paid assistant.

Gallagher asked Bennett to mention to the Foundation board members about having a table at the Saturday Market.

## LIBRARY DIRECTOR

Gallagher shared that the budget process began and ended since the last meeting. Everything was straight forward. The Library has \$130,000 more funds than this current fiscal year. The next step is for the Approved 2015-2016 Budget to go to the City Council for approval. During his presentation, he told the Budget Committee that he has looked for ways to save money in areas in order that more General Funds can be spent on books. He mentioned that the fund for materials catches up to the funds from 12 years ago. For many years the Library has depended on the Foundation, Oregon Community Foundation (OCF) and the Friends of the Library (FOL) to help fill in the financial gap.

Gallagher shared that the Library is recruiting for the half-time Aide position. Currently there are a couple of applicants they plan to interview. Spanish preferred was added to the recruitment. He mentioned that the new employee, Christine Troetschel, is doing a good job. Administrative Assistant I Sheena Dickerman agreed and added that Christine is finishing up her Masters in Library Science. Gallagher added that the City has an Education Incentive Benefit, which can help pay up to 75% if approved. He shared that Librarian II Doris Hicks will be retiring at the end of the next fiscal year.

Gallagher handed out a snapshot of the website usage (see agenda file). McGilvra explained some of the statistics. Discussion followed and no decisions were made.

Peckham asked about the Historic photos link. Gallagher replied that the Library had a grant and partnered with the Albany Historic Museum to digitalize the Bob Pott's collection of historic photos of Albany. There is still more work to do. He commented that there is plenty of room to partner with the museum. Librarian I Jason Darling is part of the Museum's board.

Gallagher hopes to streamline the registration card process and get it online.

Gallagher praised the work involved for the Volunteer Appreciation Dinner that was held on May 12, 2016. He thanked the FOL for the finances and Dominguez's family and crew for the work involved in making it happen. He said that the calculation of volunteer time, approximately 195,000 hours, is equal to 2-3 full-time employees.

Gallagher mentioned the new landscaping where the picnic table is. He added that in the fall or winter a majority of the 14<sup>th</sup> Street trees will be removed because they are destroying the sewage lines. Peckham expressed that he hoped the trees would be replaced by something else more appropriate. Gallagher affirmed they would.

## NEW BUSINESS

Peckham asked if it would be possible to do a seed exchange. Discussion followed. The Board affirmed the idea. No decisions were made.

Wheeler asked when the Board would need to volunteer to assist with the Saturday Market. Bennett shared that the Foundation talked about June 4, 11, and 18, 2016. Gallagher replied that the Carnegie will open June 25, 2016, from 10 a.m. to 2:00 p.m. McGilvra added that the Foundation would be at the Farmer's Market from 9:30 a.m. until 12:00 p.m.

Peckham suggested having children's books along with other books and brochures.

Gritter mentioned the school identification cards/Library card. She said it would be an opt-in program when it was done. Once a student enters Kindergarten they would be able to have a card until graduation. She explained that the School Board did not want an opt-out program. Wheeler asked about homeless children. Gallagher replied that there would be contact information. Gritter will check into it. Board members like the idea.

NEXT MEETING DATE: June 28, 2016.

#### ADJOURNMENT

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

Respectfully submitted,

*Signatures on file*

Sheena Dickerman  
Administrative Assistant I

*Signatures on file*

Ed Gallagher  
Library Director