



APPROVED: November 22, 2016

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

September 27, 2016

MINUTES

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

Board members absent: Open position

Other: Colleen Keller, Friends of the Library President

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 5:00 p.m.

APPROVAL OF July 26, 2016, MINUTES

Board Member Janel Bennett moved to approve the minutes as written. Board Member Kim Brown seconded the motion and it passed 5-0.

PUBLIC FORUM

Friends of the Library (FOL) President, Colleen Keller, announced that the FOL will have a program at the Library on October 14, 2016. The speaker will be Hannah Miller from the Jackson Street Youth Shelter. She added that the FOL will hold its annual book sale at the Linn County Fairgrounds. November 3, 2016, will be for members only but non-members may join that day for \$10. It will be open to everyone November 4 and 5, 2016.

Keller thanked whoever arranged for the discount State Fair tickets that were handed out at the Circulation desk.

Wheeler asked when the next FOL board meeting would take place. Keller responded that it would be Tuesday, October 11, 2016, at 10:15 a.m. at the Library.

MANELA INVOICES

None

LIBRARY FOUNDATION

Board Member Arwen McGilvra gave a brief report regarding the Foundation's last meeting. She said that the Board focused on financial concerns as the tax report is due. She shared that Librarian II Jason Darling gave a report on the summer hours at Carnegie. He shared how many books were checked out, because the patron gate counter was broken. There were approximately 85-100 checkouts every Saturday. Library Director Ed Gallagher mentioned that the hours were extra Library hours; the time only overlaps one hour with the Main Library. Keller shared that people were excited when it was announced at the Farmer's Market earlier in the summer, that the Carnegie would be open on Saturdays.

Brown asked if the Library was a Pokémon site. Administrative Assistant I Sheena Dickerman affirmed. Discussion followed regarding Pokémon and how it was bringing people to the downtown area.

LIBRARY DIRECTOR

Gallagher thanked the FOL and Foundation for all their hard work for the Library. The Foundation has been paying for the cost of the Saturday hours at Carnegie. Staff will use the newly-installed cameras to evaluate the patron count at Carnegie on Saturdays. Staff will collect the data and then consider the future of extra hours at Carnegie. The goal is to add more hours to Carnegie weekend hours that do not overlap when the Main Library is open. Janel Bennett asked if there was a sign on the doors at the Main Library to direct people to the Carnegie Library on Saturdays. Gallagher replied no. There is an announcement made on Friday nights at closing.

Board Member Jean Gritter arrived at 5:16 p.m.

Gallagher handed out statistics from the Summer Reading Program (SRP) (see agenda file). He highlighted that there was over 136,000 hours of reading. He pointed out that there were community partners that were SRP satellite groups, listed at the top, but staff has not yet received the statistics from them. He suggested that the Board fill out the SRP survey and give feedback. He praised the staff for taking the feedback and making necessary changes to continue to improve the SRP program. He recognized Library Resource Coordinator LaRee Dominguez's work on finding the grant and donations for new books for the SRP prizes.

Gallagher shared staff highlights; one staff member is getting married, another staff member has been doing the new story time program at Carnegie on the last Saturday of the month. He mentioned that replacing Librarian II Doris Hicks when she retires is a big issue. He hopes to start the recruitment early enough to have a month of training overlap. The Librarian II position will include more leadership and may not do everything that Hicks currently does.

McGilvra asked about the adult SRP statistics. Gallagher said that staff does not currently collect them but thanked her for her input and will add them in the future.

Gallagher said that the Greater Albany Public School (GAPS) Student Body Cards are being used as a Library card is starting. McGilvra asked if there was a form parents needed to fill out. Gritter replied yes, it was in the student's registration packet. Gallagher added that the idea is to reach children who have difficulty getting to utilize the Library. GAPS told the students that the students cards would work starting October 1, 2016.

Brown asked if the student card expired. Gallagher explained that the cards would expire once a year but renew automatically if the student remained in the GAPS system.

Discussion followed regarding school visits and students being able to use their cards to check out books.

OLD BUSINESS

Gallagher said that the mother of the person who made a post to Facebook on the Albany Happenings page contacted Library staff and apologized for the post.

NEW BUSINESS:

McGilvra moved to approve the changes to Policy 18.1 as submitted. Rosemary Bennett seconded it and it passed 6-0.

Gallagher explained that it was in the Library's best interest to lower the allowable checkouts for restricted cards, as items do not always return.

McGilvra asked how to make the Library a smoke free campus. Others liked the idea. Gallagher said that he has mentioned it before to Council but it would be good to have Board members talk to the City Council and get it on the agenda. Dickerman will email the Council schedule to the Board. Gallagher added that smoking is one of the highest number of complaints at the Library. Discussion followed regarding a smoke free campus and other areas that are smoke free. No decisions were made.

NEXT MEETING DATE: October 25, 2016.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director