



APPROVED: January 24, 2017

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

November 22, 2016

MINUTES

Board members present: Janel Bennett, Rosemary Bennett, Steven Borst, Arwen McGilvra and Georgiann Wheeler

Board members absent: Kim Brown and Jean Gritter

Other: Friends of the Library President Colleen Keller

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.

New Board Member Steven Borst introduced himself. Director Ed Gallagher welcomed him. The Members introduced themselves.

APPROVAL OF September 27, 2016, MINUTES

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

PUBLIC FORUM

Friends of the Library (FOL) President Colleen Keller shared that the next FOL program will be a short play by the majestic theater group. Leslie Hogan is involved.

Keller added that the November book sale netted \$4,100. The Board Members praised the event. Wheeler suggested having shopping carts at the sale. Gallagher asked if there were more opportunities for the Library to assist with the expenses of the book sale. Keller will get back to him with any ideas. Janel Bennett suggested the looking into the Albany Historic Carousel and Museum for a future location.

MANELA INVOICES

Gallagher explained to Borst how the Manela family donated funds for science, education, and religion books and the small amount of interest earned is used for purchases.

McGilvra moved to accept the Manela as presented. Board Member Rosemary Bennett seconded the motion and it passed 5-0.

LIBRARY FOUNDATION

Rosemary read the Foundation report (see agenda file). She highlighted that Jim Hogan replaced Mark Spence as Chair. The Foundation is looking for a new member from the Albany Downtown Association.

Keller asked about the renovation next to the Carnegie Library and about the removal of the trees on the property. Rosemary Bennett replied that the renovation will be several business and apartments. Gallagher affirmed. He added that the contractor, Lepman Properties, is waiting to hear about the adjoining property on the other side with regard to removing the trees.

Gallagher is considering having the City's staff trim the trees and give their professional opinion regarding removing trees and landscaping the area. He added that there is a contractor considering a bid regarding the Carnegie doors.

LIBRARY DIRECTOR

Gallagher reminded the board that Librarian II Jason Darling is the liaison with the Foundation. Darling is the one that works the most hours at the Carnegie Library and is the best represent. McGilvra added that there was confusion at the Foundation meeting regarding the Leeper fountain donations since the fountain is located at the Main Library. The Foundation decided to release the donations to the Library and have the Library repay Brian Leeper for the fountain.

Gallagher said that the last Board Meeting that was held outside in September went well. Board Members agreed.

McGilvra asked if the Carnegie Library door counter had been fixed. Gallagher replied that the final components are ready to be synced with the counter.

Gallagher said the Saturday hours at Carnegie this past summer were modestly successful. Staff is considering a second summer with an addition of having a program every Saturday which would be story times, something related to the Saturday market, or linked to other events. Rosemary Bennett commented that it was great public relations to be at the Saturday Market giving away books and having conversations regarding the Carnegie Library.

Gallagher mentioned that he is currently working on updating Librarian II Doris Hicks Youth Services job description for recruitment. (Hicks will retire in April 2017.) He will advertise the position during the holidays and extend it through January in order to recruit a large pool of candidates.

Gallagher encouraged the Board to review the budget and bring any concerns or ideas to him. Wheeler mentioned that she would like to see full day of Saturday hours. Gallagher acknowledged her idea and appreciates all input the Board gives.

Gallagher shared that the Library has become a major player for the Toys for Tots, due to Library Resource Coordinator LaRee Dominguez and her husband's involvement with the program. The Library is actively involved with signups and being a site for collecting toys.

Gallagher said that there were a few issues at the beginning with the Greater Albany Public School's (GAPS) student cards, but students are starting to be able to check out books. The concept is to target children that would not be able to get here on their own. The cards will renew automatically, each year, as

long as the student is part of the GAPS system. McGilvra shared that someone she knows didn't see the handout for parents to opt-in. Gallagher replied there were other ways that parents heard about the program. He will contact Board Member Jean Gritter for other ways to communicate with the parents about the student cards.

OLD BUSINESS

Smoke-Free property.

McGilvra announced that the smoke-free property regulations passed at the City Council meeting without any of the Board Members in attendance, since she was ill. She passed out smoke-free handouts (see agenda file). Board members agreed it was great that City Council passed it. Gallagher shared that a patron praised the decision. He encouraged the Board to attend City Council meetings for other concerns or issues the might have.

NEW BUSINESS

- a. Smoke-free property policy.
Rosemary Bennett moved to approve the Rules of Conduct Policy 19.1 wording as presented. McGilvra seconded it and it passed 5-0.
- b. Meeting room. Gallagher asked the board to consider having the meeting room be rented out for a reasonable fee, similar to the Parks and Recreation room rentals. Staff has been asked to use the room for a memorial service with all donations to the library instead of flowers. Currently, the policy would not allow this.

NEXT MEETING DATE: Janel Bennett moved to cancel the December meeting due to lack of quorum and schedule the next meeting for January 24, 2017. McGilvra seconded it and the motion passed 5-0.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director