



APPROVED: May 23, 2017

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

April 25, 2017

MINUTES

Board members present: Rosemary Bennett, Steve Borst, Jean Gritter, and Georgiann Wheeler  
Board members absent: Janel Bennett, Kim Brown and Arwen McGilvra  
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 5:06 p.m.

APPROVAL OF March 28, 2017, MINUTES

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

PUBLIC FORUM

Friends of the Library (FOL) President Colleen Keller said their next program will be May 12, 2017. Barney Blaylock will be talking about his book, "Oregon Shanghaiers". This will be there last program until September.

Keller stated that on May 12 and 13, 2017, there is another fundraiser, Sandy Ellis's play "Tea in Hyde Park: A visit with Eleanor Roosevelt and Lorena Hickok", at the Masonic Temple. Leslie Hogan will be Eleanor Roosevelt and Jane Donovan will be Lorena Hickok. An after-dinner tea will be served at 6:15 p.m. and the performance starts at 7:00 p.m. Tickets are \$20. There are 100 tickets available for each night. Both libraries are selling the tickets. Library Director Ed Gallagher said a percentage of the proceeds will go to the FOL.

MANELA INVOICES

Bennett moved to approve to the Manela as presented. Gritter seconded the motion and it passed 4-0.

LIBRARY FOUNDATION

Bennett said there was no meeting in April. The next meeting will be in May.

## LIBRARY DIRECTOR

Gallagher said that retirement party for Librarian II Doris Hicks was successful. He thanked staff for their hard work. Hicks has been working with the new person who will be replacing her. She is assisting over the phone to help make the transition smooth. The new staff person will assume Hicks' work schedule, which is Sunday through Thursday. The new person will arrive June 1, 2017. The Library has been short staffed due to the interim transition and some health issues. Some staff have added duties. The Library has increased the temporary employee, on-call pool. These are people with customer service and retail skills that will be mostly working the back room, sorting books and providing basic check-in and check-out procedures. This is a busy time of year with the start of the Summer Reading Program (SRP).

Gallagher mentioned that Board Member Arwen McGilvra and her goddaughter had stopped by for Library Worker's Day with a card and balloons. It was a great morale booster. He suggested the Board encourage staff when they interact with them.

Gallagher shared that the new City Manager had been selected and the next step is salary negotiations. City of Albany Human Resource Director David Shaw went to Bothell, Washington, to conduct background research. Keller asked the population of Bothell; Gallagher replied that it was smaller than Albany, but is still considered part of Seattle.

Gallagher said that the Budget Committee Meeting is next Thursday, May 4, 2017. The volunteer dinner is the same evening; he will make a brief appearance at the volunteer dinner before attending the Budget Committee Meeting. There will be more funds for materials. It is always his goal to get more towards materials. A couple of part-timers will be adding a couple of hours to their schedule.

Gallagher shared about a conversation with a patron regarding the non-fiction and political collection that the Library has versus the Corvallis Library. The patron is disappointed in our collection, especially since we ended the subscription to the conservative magazine *National Review*. Board members asked if Gallagher encouraged him to submit a purchase request, as staff has been great about adding requested items to the collection. Staff works hard to keep a balanced collection, but we may need to do some catching up in areas. He encouraged the Board that if they noticed areas where the collection is lacking, to let staff know. Gallagher mentioned that patrons pay \$110 to have a Corvallis library card. Corvallis has almost three times as many journals. Our Library budget is smaller; so if people are not checking items out, then we move in other directions. Keller asked about the \$120 library card fee. Gallagher replied that Albany property tax payers pay \$100 towards the Library. He has asked City Council in the past for the non-resident fees to be increased. He encouraged the Board to consider taking this before the Council.

Gallagher deferred to Gritter to give the Oregon Library Association presentation report. Gritter said that it went well. There were approximately 60 people that attended the presentation. People were interested and asked good questions. Gallagher asked her if she had heard of any conversations following the presentation. Gritter said that she had lunch with the Library Department Chair at Linn Benton Community College. People were very interested in the process. The presentation included mostly public librarians. There was one school librarian in attendance, the New Hillsboro District Librarian. She added that the Saturday session with the school librarians, regarding shared public and school libraries, went well.

Wheeler asked if there was going to be a summer book program again. Gritter shared that she was hoping to get into the 8<sup>th</sup> grade classrooms, to introduce herself and promote reading and the Library's SRP. She provided a handout (see agenda file). The Board affirmed her actions.

Gallagher asked Keller if the FOL could also give a book store gift certificate for one of the prizes. Gritter liked the idea.

Keller asked if the Carnegie would be opened again on Saturdays this summer. Gallagher replied yes. The Foundation is allocating funds for it to be opened. The Library will offer story times every Saturday. Wheeler said it was very busy last year. Bennett liked the idea of having someone at the Saturday Market representing the Library. Wheeler offered to help this year. The Board thought the new Library yard signs would be a good addition.

OLD BUSINESS:

Library Yard Signs- Gallagher thanked the Board for putting out the yard signs. Administrative Assistant Sheena Dickerman added that a few patrons had asked if they could put up the yard signs. Gallagher and the Board thought that more could be purchased and handed out to the patrons.

NEW BUSINESS:

- A. Foundation or FOL Twitter account- Gallagher said that the groups could have their own presence in the social media world. Twitter, Instagram, Snapchat, and Facebook are some of the tools. The Library is under the City of Albany's social media policy, which is tighter. It is worth having the Foundation look into it, especially with McGilvra, "TheTechChef", as their recording secretary.

Gallagher stated that several staff attended Oregon Library Association (OLA) and a couple of them attended the Marking Seminar. Many city libraries post frequently.

- B. Gallagher mentioned the letter to the editor, by Rhea Graham, regarding not being able to hand out her business cards for the Canna Education class that she held at the Library. Discussion followed regarding the meeting room policy. The Board will discuss the meeting room policy at the next meeting. The Board asked staff to bring a sample of who utilizes the meeting room.

NEXT MEETING DATE: May 23, 2017

ADJOURNMENT

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

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director