



APPROVED: July 25, 2017

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

June 27, 2017

MINUTES

Board members present: Janel Bennett, Steve Borst, Kim Brown, Arwen McGilvra, and Georgiann Wheeler

Board members absent: Rosemary Bennett, and vacant position

Staff present: Peter Troedsson, City Manager; Ed Gallagher, Library Director; and Sheena Dickerman, Administrative Assistant I

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:16 p.m.

APPROVAL OF May 23, 2017, MINUTES

Board Member Arwen McGilvra pointed out that minutes needed to be corrected as she had not attended last month's meeting.

Board Member Steve Borst moved to approve the minutes as corrected. Board Member Janel Bennett seconded it and it passed 4-0.

PUBLIC FORUM

Library Director Ed Gallagher welcomed and introduced the new City Manager Peter Troedsson. Troedsson shared a portion of his history with the Coast Guard and public service.

Board Member Kim Brown arrived at 5:21 p.m.

Troedsson thanked the Board for their service.

The Board Members introduced themselves.

MANELA INVOICES

McGilvra explained that Manela was a grant that was used on Science and religion books. Gallagher elaborated that it was originally a \$70,000 donation to purchase Science and Religion books. The Library spends the interest and the Board approves staff's purchases.

Troedsson asked about the number of books purchased needed to keep the Library. Gallagher replied that books are purchased by various collection developers weekly and the Library spends over \$10,000 a

month. The Library staff tries to recycle books by selling them in the Friends of the Library (FOL) book store. Wheeler added that patrons can recommend a title and staff are good at purchasing those requests.

The Board discussed the Library Budget and the General Fund Line item titled "Damaged Materials" and its minimal balance. Gallagher explained that "Damaged Materials" line item would be removed on the next fiscal year budget. His view is that it is a normal cost of doing Library business.

LIBRARY FOUNDATION

McGilvra highlighted that the Foundation extended her administrative contract. The Foundation talked about the City Streetscape project. Fitzpatrick Painting will be doing some updating on the Carnegie Library. The Foundation talked about the Carnegie summer hours.

Wheeler explained that the Foundation was a Board that helps support and fund the Carnegie Library. Gallagher added that the Foundation supports the Library with approximately \$30,000 to \$40,000 per year. McGilvra added that the intent of the Foundation is to keep the historical Carnegie Library open.

McGilvra explained that the Foundation was on track to spend five percent of their funds, as required by the Internal Revenue Service (IRS).

McGilvra reported that the Foundation is in the process of updating their bylaws.

McGilvra said the Foundation is recruiting for more board members. It is a two-year term. The Foundation meets the third Tuesday of odd months, from 5:00 p.m. to 6:30 p.m. at the Carnegie Library.

LIBRARY DIRECTOR

Gallagher said that he would bring in the highlighted year-end statistics once the fiscal year closed.

Gallagher gave an update on staffing. He commented that the new Youth Services Librarian II, April Spisak, is the only librarian in the state with a PhD in Informational Science. He looks forward to having her do high-level training once she is settled. The summer is busy with the Summer Reading Program (SRP) programs. Spisak is already stepping in and supporting the team.

Gallagher highlighted the budget and commented that the Library will spend the General Fund allocation. He said that next fiscal year's budget has an increase in funds for materials. He is recommending that Librarian II Jason Darling, who oversees the Carnegie, review the non-fiction collection and update it.

Gallagher shared that the SRP has over 3,000 children signed up, an all time high. The programs have been well attended. Staff led the first Saturday story time under the tree across from the Farmer's Market. Board members remarked that they had enjoyed having the Board meeting outside at the Carnegie last year and recommend doing it again.

Gallagher mentioned that the Library's software had an upgrade recently. He praised Information Technology (IT) staff Jeremy Miller, the dedicated Library IT staff person.

Gallagher shared that the Corvallis and Lebanon libraries both have new directors. He will reach out to both regarding participation in the consortium and passport program.

OLD BUSINESS:

- a. Foundation and Friends of the Library (FOL) Twitter account – McGilvra said she would take the idea to the Foundation meeting in July. Gallagher said that idea was to help promote the Library by using social media to the fullest. Discussion followed regarding the Library and social media. No decisions were made.

NEW BUSINESS:

- a. Board member updates- Gallagher thanked Wheeler for her years of service on the Library Board. He explained that former Board Member Jean Gritter had moved out of City limits and was no longer on the Board. He encouraged them to recruit anyone that would be an asset to the Board. Discussion followed regarding some possible members. No decisions were made.
- b. McGilvra said that September is library card month and she would like to see the Library signs posted. She has been in contact with Young Adult Librarian I Barbara Currier about Teen Titans, the celebrity sponsors, with bookmarks and other materials. Gallagher added that the Library has done a minimal amount the past few years, but would take it to the Library Leadership team. McGilvra suggested doing a press release reminding Greater Albany Public School parents about signing up their children during school registration season.

The Board discussed the Historical Albany Carousel opening sometime in late July or August. Bennett suggested that the FOL could possibly sell or handout children's books outside her restaurant *Sybaris* to help promote the Library.

NEXT MEETING DATE: July 25, 2017

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director