



APPROVED: September 26, 2017

CITY OF ALBANY  
ALBANY PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD

July 25, 2017

MINUTES

Board members present: Rosemary Bennett, Steve Borst, Kim Brown, and Robert “Bob” Brown  
Board members absent: Janel Bennett, Arwen McGilvra, and vacant  
Other: Friends of Library President Colleen Keller  
Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

CALL TO ORDER

Board Member Rosemary Bennett called the meeting to order at 5:02 p.m.

New Board Member Robert “Bob” Brown introduced himself. The other Board members and Friends of the Library President Colleen Keller introduced themselves.

Bennett explained the differences between the Library Advisory Board, the Library Foundation and the Friends of the Library (FOL).

ELECTIONS

Bob Brown moved to elect Bennett as Chair. Board Member Kim Brown seconded it and the motion passed 4-0.

Bob Brown moved to elect Kim Brown as the Vice Chair. Board Member Steve Borst seconded it and the motion passed 4-0.

APPROVAL OF June 27, 2017, MINUTES

Kim Brown moved to approve the minutes as presented. Borst seconded it and it passed 4-0.

Keller, FOL President, asked about the Foundation/FOL twitter mentioned in the previous minutes. Library Director Ed Gallagher explained the City’s policy is limiting with regards to social media. The FOL and Foundation could use social media to promote the Library. The idea was to mention it to the FOL and Foundation to see if there is any interest.

PUBLIC FORUM

Keller reported that the FOL program committee has the fall schedule planned. The first program will be September 8, 2017, *Rosie the Riveter* by Nita Eggers. In October, Rose Plascencia will discuss immigrants who became successful after reaching the United States. There will be no program in November as the FOL will hold their annual books sale. For the December program there will be a play by Lesilie Hogan and Jane Donovan, *Eleanor Roosevelt*. The programs are the second Friday starting at noon. Bob Brown asked for more information regarding the play. Keller explained that it was not a fundraiser; everyone is invited and it is free of charge.

## MANELA INVOICES

Gallagher said the Manela budget sheet relates to a trust given by Olive Manela with the requirement that the money be spent for books on science, technology, education, and religion. Kim Brown said she liked that the Library bought General Equivalency Diploma (GED) books. Gallagher said that the GED books are not always returned. He explained that the Library has a software program called Learning Express that patrons can access.

Kim Brown moved to accept the Manela as presented. Borst seconded it and the motion passed 4-0.

## LIBRARY FOUNDATION

Bennett read the Library Foundation report from their last meeting (see agenda file).

Bennett highlighted that Saturday story times have been held every week this summer versus once a month last summer. There has been a great turnout.

Bob Brown asked if the Foundation was a 503c agency. Bennett replied that she thought they were.

Gallagher added to the report that the Library will be talking with the City about the landscaping plan and the removal of two trees. Gallagher will also use this opportunity to review the drainage issues and possible fixes.

## LIBRARY DIRECTOR

Gallagher stated that once the Library has the final fiscal year statistics completed, he will bring the information to the Board. He remarked that it would be interesting to see if it was actually as busy as it seemed.

Gallagher said that there is a new budget, new City Manager, a new Board Member, and a new staff member Librarian II April Spisak. He shared that Spisak is doing well.

Gallagher mentioned that the Library will open on noon on August 21, 2017, due to the Eclipse. The City will set up an Emergency Command Center (ECC) to handle some of the issues that could arise. City staff will be issued solar eclipse glasses.

The Library will do something for promotion in front of Sybaris during the Historic Carousel opening on August 15, 2017.

The Mid-Valley Astronomers Club will be doing a presentation on August 16, 2017, at 6:30 p.m. There will also be a children's program in the afternoon.

Gallagher noted that the Library appears to be a little over the budget this past fiscal year; but after some corrective journal entries, it should be close to 100% spent.

Bob Brown asked how much of the budget was funded from the General Fund (GF). Gallagher replied that 90% was funded from GF and the other 10% from FOL, Foundation, and Oregon Community Foundation (OCF). Bob Brown asked if there was a tax override. Gallagher replied no. He added that Public Safety services are 80% of the GF.

Gallagher explained that the \$80,000 to \$90,000 from the OCF endowment has helped to close the budget deficit during the past five years of budget deficit. Bob Brown asked if the OCF was for all libraries. Gallagher explained that OCF handles multiple endowments. The Library's OCF endowment was created from a seven million dollar

donation from a patron. He continued explaining that OCF managed billions of assets and the Albany Library is one of the assets.

Gallagher shared that former Board Member Jean Gritter had planned to attend this meeting; she had attended the National America Library Association (ALA) conference and wanted to share what is going on with schools and public libraries.

Gallagher reported that City Manager Peter Troedsson had met with all the department heads. Troedsson came and toured the Library. He encouraged the Board to get to know him, to let him know what the challenges were at the Library. Keller shared that she had attended the reception for the City Manager.

Gallagher shared that there were some changes coming to personnel, some increase in FTE for staff that the Library wants to keep. He would keep the Board updated.

OLD Business:

- a. Library card month- Gallagher explained that McGilvra had suggested the Library buy the ALA promotional materials and advocate for the Library during Library card month (September). Staff will get it done. Kim Brown mentioned about putting the Library signs up throughout the City. Gallagher will look at putting information out in front of Sybaris during the Carousel grand opening.

NEW BUSINESS:

Bob Brown asked if the Library had any statistics on the Library's impact on ethnic groups. Gallagher replied no, but there is anecdotal evidence. The Hispanic community has a presence and the Library has reading logs and prizes available in Spanish. This year the Library is planning and launching a strategic outreach to the Spanish speaking community. The Spanish materials will be revamped. He is hoping to send a staff person to the Spanish Book Fair in December. The Library partners with other groups in the community. The Library will have a table at Festival Latino scheduled for the end of July.

Bob Brown moved to have the August meeting cancelled. Borst seconded it and the motion passed 4-0.

NEXT MEETING DATE: September 26, 2017.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

*Signature on file*

Ed Gallagher  
Library Director