



APPROVED: January 24, 2018

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

November 28, 2017

MINUTES

Board members present: Rosemary Bennett, Kim Brown, Bob Brown, Steven Borst, and Jo Ann Yonemura

Board members absent: Janel Bennett, and open position

Other: Colleen Keller and Arwen McGilvra

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 5:00 p.m.

APPROVAL OF October 24, 2017, MINUTES

Board Member Bob Brown moved to approve the minutes as written. Board Member Steven Borst seconded the motion and it passed 4-0.

PUBLIC FORUM

Friends of the Library President (FOL) Colleen Keller shared that the next program would be on December 8, 2017. The program will be a readers' theater by Leslie Hogan and Jane Donovan starting at noon.

Board Member Kim Brown arrived at 5:03 pm.

Keller stated that the FOL had raised \$3,052 in profit from the book sale; this amount is down from previous years. Bennett added that it was a good sale with good attendance.

Bennett shared that FOL Vice President Karyn Walker had informed her about the contract the FOL have with an online thrift book shop. Books left over from the FOL sale go to the online thrift book store.

MANELA INVOICES

None

LIBRARY FOUNDATION

Arwen McGilvra read the minutes from the Foundation meeting on November 21, 2017 (see agenda file).

McGilvra mentioned that Youth Services Librarian II April Spisak had requested funds for the Children's programs and supplies at the Carnegie. Bob Brown asked how much she requested. McGilvra replied that she requested \$396 and the Foundation gave \$500.

Library Director Ed Gallagher asked if Bennett and McGilvra had a sense if the vision of the Foundation was to become a public foundation or private. McGilvra replied that the Foundation had just finished updating the by-laws and that the Foundation had not started out as a private foundation. Gallagher asked if there was any language regarding it being a private foundation? He asked how much a private or public foundation needs to spend or if they have a fundraising minimum. Board Member JoAnn Yonemura replied there is a minimum that needs to be spent. McGilvra added that there was a minimum whether it was private or public. Gallagher thought it was better to be a public foundation.

LIBRARY DIRECTOR

Gallagher shared that the staff will have their holiday staff meeting on December 7, 2017. He invited Board members to attend.

Gallagher showed the Library's December calendar (see agenda file). He highlighted that there are 14 unique events and programs. He encouraged the Board to share the calendar with friends and family.

McGilvra said the "Read with Dogs" program had gone well. Gallagher added that staff tries to manage the flow so as to not overwhelm the dog and the owner. He mentioned that staff had received a complaint letter from one parent whose child missed their turn. Staff had looked for the patron but had not found them and continued with the flow. Staff has made efforts to contact the patron. He added that this program is happening throughout public libraries and that the Corvallis Public Library has been doing the program for a while. The Library will continue to hold the program monthly.

Gallagher pointed out, on the calendar, that the staff is doing "Do-It-Yourself" (DIY) crafts around the holidays. Various staff are leading the DIY programs, most are on Tuesdays and start at 6:30 p.m.

Gallagher shared that Bilingual story times with Librarian I Millie Barriger have resumed. He added that Barriger was sent to the International Book Fair in Mexico. She connected with a vendor who will collect all the book orders and mail them to the Library for a modest fee. It is a significant investment to enhance the Library's outreach to the Spanish speaking community. The Library would not be able to get these books otherwise. The funds come from the Oregon Community Foundation (OCF) and Barriger's lodging is paid for by a grant. Discussion followed with regards to the book fair, no decisions were made.

Gallagher pointed out that the Library will be closed December 24 and 25, 2017, and January 1, 2018.

Gallagher shared that he was looking for funding, possibly through OCF, to purchase staff shirts with the "reading girl" logo. Bob Brown asked questions and expressed concerns regarding employee contracts, uniforms, and the expectations of wearing the shirts. Gallagher explained that it would not be a staff uniform; participation would be voluntarily. Gallagher passed around a design from No Dinx (see agenda file). Bob Brown liked the design and suggested all staff be included. Gallagher said that if there was an interest, shirts could be available for the community. Yonemura said that the shirts were a good marketing tool. The Board members agreed.

Gallagher showed a draft of the new brochure (see agenda file). He noted that there would be a separate Spanish brochure. He praised Media and Applications Developer Matt Harrington for his work on the brochure.

OLD BUSINESS

Three Board Meeting: McGilvra said that the meeting will be December 12, 2017, at 6 p.m. at the Carnegie Library. There will be three board members attending; Bob Brown, Steve Borst and JoAnn Yonemura. Rosemary Bennett voiced that by attending, the new Board members will get a better perspective of the Library system.

Gallagher highlighted that the downtown historic tour, which includes the Carnegie Library, is on December 10, 2017, from 2 p.m. until 7 p.m. The tour has a fee but the Library is open to the public.

NEW BUSINESS

Regarding the Library Board position that is open, Bob Brown asked if the person needed to live within a specific Ward. Gallagher replied no, but they must live within the City limits. Kim Brown asked if a person could own property in the City and still apply. McGilvra replied no, members must be residents of Albany. She had recently she moved out of the City while still owning property here and was no longer allowed to be a part of the Board. Gallagher added that if a Board member had any contacts in the Spanish community, they would be a great addition.

NEXT MEETING DATE: Kim Brown moved to hold next meeting on January 23, 2018, and cancel the scheduled December meeting. Yonemura seconded it and the motion passed 5-0.

Yonemura announced that today was Giving Tuesday.

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