



APPROVED: March 27, 2018

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

February 27, 2018
5:00 p.m.

MINUTES

CALL TO ORDER

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

ROLL CALL

Board members present: Janel Bennett, Rosemary Bennett, Bob Brown, Steve Borst, Liz Irish, and Jo Ann Yonemura

Board member absent: Kim Brown

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

Others: Friends of the Library (FOL) President Colleen Keller and four students from Linn Benton Community College (LBCC).

APPROVAL OF January 23, 2018, MINUTES

5:04 p.m.

Friends of the Library (FOL) President Colleen Keller pointed out on page 2, third paragraph, the *Uncorked* event should read March 3, 2018, not March 4. Library Board Member Jo Ann Yonemura pointed out that on the same page, first paragraph, Bennett was missing a t.

Board Member Steve Borst moved to approve the minutes as corrected. Board Member Janel Bennett seconded the motion and it passed 5-0.

PUBLIC FORUM

5:05 p.m.

Keller shared that the Library *Uncorked* event is Saturday from 5:30 p.m. to 8:30 p.m. with live music. She added that on March 9, 2018, Barry Wulff, will talk about life in Iceland.

Keller announced that she would not be able to attend the March Library meeting, but that FOL Vice President Karyn Walker would attend.

MANELA INVOICES

5:06 p.m.

Janel Bennett moved to approve the Manela as presented. Borst seconded it and it passed 5-0.

LIBRARY FOUNDATION

5:08 p.m.

None.

LIBRARY DIRECTOR

5:08 p.m.

Library Director Ed Gallagher welcomed the students from Linn Benton Community College. He stated that the Library belongs to the public and the City is transparent. All the Board meetings and other City meetings can be accessed online at any time.

Gallagher described the staff In-Service Day held on February 19, 2018, from 8:00 a.m. to 4:00 p.m. He highlighted the importance of staff spending time together.

Board Member Bob Brown arrived at 5:12 p.m.

Gallagher mentioned that at the In-Service Day staff divided into various work groups, by areas of interest. Administrative Assistant Sheena Dickerman added that the staff found the time valuable. Gallagher asked the Board to consider that the Library hold more of these training days as the Corvallis Library closes more for training and building maintenance than APL.

Gallagher said the budget season has started. The Library will meet with City Hall on March 19, 2018, to discuss the Library's portion of the City's budget. He encouraged the Board to give input and to come to the Budget meetings in May if they wanted to talk about the Library's budget.

Gallagher highlighted personnel challenges and upcoming retirements.

Gallagher informed the Board that the City would be hiring consultants to look at compensation and job classifications. He added that this may help the Library structure and may result in some reorganization at the Library.

Gallagher shared that he had met with City Manager Peter Troedsson and presented a workplan for the Library. He will get a copy of the workplan to the Board.

Gallagher mentioned that the Information Technology (IT) Department has been working on making online payments available for the Library. They are also looking into streamlining the registration process. Brown asked if these projects were done in house or contracted out. Gallagher explained that the Library has an IT person dedicated to the Library. Brown asked if the Library had someone on staff to work on grants. Gallagher explained that the Library has a part time Resource Coordinator that works on grants. Discussion followed. No decisions were made.

OLD BUSINESS

5:31 p.m.

None

NEW BUSINESS

5:32 p.m.

A. Policy 19.1- Rules of Conduct

Gallagher shared Bob Brown's draft amendment to the Albany Public Library Rules of Conduct, Disciplinary and Appeal Process (see agenda file). He shared that there have been several incidents

lately and staff would like guidance and timelines for trespassing patrons to be added to the policy. Discussion followed about specific offences that would highlight being trespassed automatically. The Board discussed separating violations found in Policy 19.1 numbers 9, 11, 14, and 19 and designating them as immediate grounds to be trespassed.

Members of the Board liked Brown's suggestion of an appeal process. Gallagher will talk to City Attorney Sean Kidd about the process. Administrative Assistant Sheena Dickerman will bring suggested wording for the policy changes, based on Board and staff suggestions, to the next Board meeting.

The City of Albany, Boards, Commissions, and Committee's Member and Staff Manual was distributed (see agenda file). Dickerman recommended the Board read the entire manual on their own, but she highlighted items on pages 7, 9, 11, 13 and 23.

NEXT MEETING DATE: March 27, 2018.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director