



APPROVED: April 24, 2018

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

March 27, 2018
5:00 p.m.

MINUTES

CALL TO ORDER

Board Member Rosemary Bennett called the meeting to order at 5:04 p.m.

ROLL CALL

Board members present: Janel Bennett, Rosemary Bennett, Kim Brown, Bob Brown, and Steve Borst

Board members absent: Liz Irish, and Jo Ann Yonemura

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

APPROVAL OF February 27, 2018, MINUTES

5:05 p.m.

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

PUBLIC FORUM

5:06 p.m.

None

MANELA INVOICES

None

LIBRARY FOUNDATION

5:07 p.m.

Rosemary Bennett read the Foundation minutes from March 20, 2018 (see agenda file).

Board Member Bob Brown arrived at 5:07 p.m.

Rosemary Bennett added that there have been emails about purchasing a heat pump. Currently, the Foundation has \$1.3 million dollars.

Janel Bennett mentioned that the person that the Foundation is considering to install/fix/refurbish the windows has a good reputation. Discussion followed. No decisions made.

LIBRARY DIRECTOR

5:10 p.m.

Library Director Ed Gallagher added that Librarian II Jason Darling has been the staff representative at the Foundation meetings. He stated that Carnegie is a City building and although funding for the Foundation comes from a private source, but there are City requirements that must be followed.

Gallagher shared that he had met with staff at City Hall about the 2017-2018 budget and it went well. He mentioned that the Library relies on the Oregon Community Foundation Fund and the Library Foundation as partners. He stated that the Library's presentation to the Budget Committee will be on May 15, 2018. Bob Brown asked about the \$20,000 decrease to the Information Technology (IT) line item in the proposed Budget. Gallagher shared that the Library pays for a fulltime IT staff person, Jeremy Miller. During the budget review with staff, the decision was made to reduce the amount.

Bob Brown asked if the IT projects that have been discussed would be able to continue. Gallagher replied yes. The City has excellent internal IT personnel to accomplish those tasks.

Gallagher mentioned there would be some upcoming staff personnel changes with retirements.

Gallagher shared that he had met with the Oregon Library Directors in Salem. There were 45 directors in attendance. He learned that the State Librarian had been fired. He explained that a few years ago the position had come under the Governor. It is unknown why the State Librarian was fired. He will give more information when it is available. He added that the Albany Public Library is not the only library that struggles with homeless patrons and appropriate/effective policies. Some libraries are getting security guards, and some are bringing in mental health workers. He added that the Eugene Public Library Director is retiring.

Gallagher stated that the City of Albany Directors would meet tomorrow morning about the Compensation and Classification study that the City has contracted. He added that some people's expectation is that salaries will go up, which is rare; the studies generally result in internal adjustments.

Gallagher highlighted that the Friends of the Library (FOL) *Uncorked* event raised \$9,000. The FOL plan to hold smaller and more book sales here at the Library to raise more funds. He talked about the need for more storage space and an expansion of the building in the future.

Gallagher handed out the Library giving flyer (see agenda file). He commented that every time the Library has a public meeting, the flier should be handed out.

Gallagher said that the City's Building Maintenance crew has been working on painting and projects. The Library entry ways will have new carpet. He added that the Public Works inspectors will come to inspect the Library for Americans with Disability Acts (ADA) requirements and the City's ADA transition plan to ensure the City is in compliance.

Rosemary Bennett commented that she loved the stair renovation. Others agreed.

The Board discussed attendance of the upcoming Budget Committee Meeting. No decisions were made.

Gallagher mentioned that he plans to attend the Linn County Commissioners budget meetings to ask for support for some of the cost of the libraries consortium.

OLD BUSINESS

5:37 p.m.

a. Rules of Conduct- Policy 19.1-

Administrative Assistant I Sheena Dickerman handed out a revised version of Policy 19.1 (see agenda file). Gallagher highlighted that the City Attorney Sean Kidd is willing to attend if an appeal is made.

Discussion included the exclusion zone being proposed by the Police Department for offenders in the downtown area. Since the Carnegie Library is included in that zone it would be beneficial to have language to ensure that that the Main Library is included, since the patrons are similar.

The Board recommended removing the suggested addition of “20. No footwear, no shirts, and other inappropriate clothing.” as the information was already listed in number 5.

MOTION: Kim Brown moved to have the Policy revised as edited. Bob Brown seconded it and the motion passed 5-0.

NEW BUSINESS

5:52 p.m.

Gallagher encouraged the Board to look at the Library’s April calendar. He highlighted that the American Association of University Women (AAUW) has donated \$800 for the Maker Space days that happens once a month.

Dickerman mentioned that the volunteer dinner is scheduled for May 17, 2018, and an invite would go out soon.

NEXT MEETING DATE: April 24, 2018.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director