



APPROVED: May 22, 2018

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

April 24, 2018
5:00 p.m.

MINUTES

CALL TO ORDER

Board Member Rosemary Bennett called the meeting to order at 5:01 p.m.

ROLL CALL

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

Board members absent: Janel Bennett and Kim Brown

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

APPROVAL OF March 27, 2018, MINUTES

5:02 p.m.

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

PUBLIC FORUM

5:04 p.m.

Friends of the Library (FOL) President Colleen Keller shared that at the next FOL program on May 11, 2018, at noon, Wally Ordeman would come share about the history of funerals. Fischer Funeral Home has been family owned since 1912. They started off making furniture and caskets and have evolved over the years.

Keller added that the FOL book sale will be held at the Library on June 15, 2018, from 10 a.m. to 7 p.m., Saturday, June 16, 2018, from 10 a.m. to 7 p.m. and Sunday, June 17, 2018, from 11 a.m. to 3 p.m. in the meeting room.

Bennett asked if there would be another book sale in November. Keller replied yes.

Keller shared that FOL Vice President Karyn Walker will become FOL President in June.

MANELA INVOICES

5:04 p.m.

None

LIBRARY DIRECTOR

5:05 p.m.

Library Director Ed Gallagher explained that moving the FOL book sale to the Library would save thousands of dollars. Bennett added it would also bring people into the Library.

Gallagher shared that the Foundation has a few upcoming projects at the Carnegie. One project is to have a consultant come evaluate the current windows. The Foundation will consider bids for heating, ventilation and air conditioning (HVAC). Bennett will report more at the next Board meeting. The Foundation normally does not meet in April but met this evening to discuss the projects.

Gallagher shared that staff held internal interviews for the Youth Services position. Current Library Aide Christine Troetchel, a professional librarian, will become the Youth Services Librarian I on May 1, 2018. She will do teen programming. The aide position hours may be divided between a couple of part-time staff and a part-time entry level aide position.

Gallagher mentioned one of the part-time staff, who has been here for 25 years, will be retiring in July. He will recruit for her replacement. There may be another retirement in the fall.

Gallagher said that the Library's spending is on target. He pointed out that a good indicator is to look at Central Services charges; they are at 83 percent. The Library has spent 78 percent, although more expenses will be accrued. He commented that he had asked the Finance Department about keeping fees and fines revenues at the Library.

Gallagher mentioned that the City Council will vote on changing to a biennial budget.

Gallagher said that the Library continues to get closer to having online payments.

Gallagher reported that he gave a presentation to the Linn County Budget Committee and requested \$20,000 towards the Linn County Consortium for courier service three days a week. He informed the County about the Consortium and that their county constituents were checking out a million items. Discussion followed, but no decisions made.

Gallagher mentioned that the Library would host a second Paints and Pint night. There were 50 to 60 people at the previous one. He encouraged them to check out the Library calendar.

Gallagher shared that the updated Rules of Conduct Policy had been working well. Staff have started creating a trespass database and have contacted the police more often. Keller asked about what the criteria was for calling the police. Gallagher described activities that would result in a call to police: being under the influence, safety concerns, loud and aggressive behavior, and any disrespectful behavior towards the facility or staff.

Board Member Jo Ann Yonemura mentioned that middle school students get out of school at 3:45 p.m. and it makes it difficult for them to volunteer. She asked staff to consider changing the timing of programs in the future. Gallagher will mention it to the youth services staff.

Gallagher pointed out the updated logo on the agenda He shared that Media and Applications Developer Matt Harrington created the City's new logo. The Library is one of the departments that has their own logo, it looks sharp. The Board agreed.

Brown asked about the State Librarian recruitment. Gallagher had not heard anything. No staff attended Oregon Library Association this year. Discussion followed about the position. No decisions made.

Brown asked if the City's budget was cash basis or accrual. Gallagher replied it was cash. The reports are real time numbers.

Borst asked if the Library staff felt safe. Gallagher replied yes, for the most part. He added that City Hall would be hiring a security guard, especially on Municipal Court days. Borst suggested starting the discussion about having a security guard at the Library, a larger police presence, and staff training. Discussion followed, but no decisions were made.

BUSINESS FROM THE BOARD

5:40 p.m.

Gallagher mentioned that the volunteer appreciation dinner would be on May 17, 2018.

NEXT MEETING DATE: May 22, 2018.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director