



PUBLIC LIBRARY BOARD



MINUTES

Tuesday, May 22, 2018

5:00 p.m.

Main Library

Approved: June 26, 2018

CALL TO ORDER

Chair Rosemary Bennett called the meeting to order at 5:09 p.m.

ROLL CALL

Committee Members present: Rosemary Bennett, Bob Brown, Steve Borst, and Liz Irish

Committee Members absent: Janel Bennett, Kim Brown, and Jo Ann Yonemura

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

APPROVAL OF MINUTES

April 24, 2018

MOTION: Member Bob Brown moved to adopt the minutes as presented. Member Steve Borst seconded the motion, which passed 4-0.

SCHEDULED BUSINESS

Business from the Board

5:10 p.m.

Bennett read the minutes from the Foundation's online meeting (see agenda file). Library Director Ed Gallagher added that it can be difficult for the Board and staff to balance government rules and the Foundations private decisions with regards to projects at the Carnegie.

Gallagher shared that Larsell Mechanical Service will be meeting with Librarian II Jason Darling and Building Maintenance II on Friday to go over the bid. Brown asked the Foundation had put together an expectation plan in written form. Bennett thought the Foundation had. Gallagher explained that a formal Request for Proposal (RFP) was not required if under \$150,000 but required to get three quotes. Board affirmed it was important for transparency to go through the process.

Library Director

5:20 p.m.

Gallagher handed out the Summer Reading Program (SRP) schedule (see agenda file). He mentioned that Media and Applications Developer Matt Harrington is working on one that would have less text and be more aesthetic pleasing. SRP starts June 1, 2018. The theme is “Libraries Rock!”. This is the first year that Youth Services Librarian II April Spisak is leading it and able to move forward with changes.

Gallagher added that the Foundation will support SRP activities at Carnegie and the main Library. The Carnegie will be open on Saturday’s again.

Gallagher thanked the Board for their support and Brown for attending the budget meeting. He added that the Library had 50 to 60 people in attendance at the Volunteer Appreciation dinner. The Library has 185 volunteers and 50 teen volunteers. The volunteers that live outside the city who volunteer 12 hours a quarter can receive a free library card. Brown said that the volunteer appreciation dinner and budget meeting was educational and a good overall picture of the Library.

Gallagher shared about his presentation at the Budget Committee meeting. He said that the financial numbers will be the same. There is an increase in insurance and the Library will use more funding from the Oregon Community Foundation (OCF) to make up the difference in materials.

Gallagher mentioned that he had went to the Linn County Budget meeting and asked for \$20,000 to support the Linn County Consortium courier. The County wanted more information, he will give it to them. The County will consider the proposal before they adopt the budget at the end of June.

Gallagher announced that there were two official retirements for July. One position is the current Supervising Librarian Marcia Timm, this position will be reclassified to Assistant Director. There will be more staff changes.

Gallagher encouraged the Board to support the FOL and to invite friends to the FOL booksale in June.

Bennett shared that her Board term expires at the end of June. She mentioned that a Board member will need to be a representative at the Foundation meetings.

Gallagher mentioned that the City has some active shooter training videos and the staff will watch those. He appreciated the Boards interest in staff safety. He thanked them for their support.

NEXT MEETING DATE: *June 26, 2018*

ADJOURNMENT

Hearing no further business, Chair Bennett adjourned the meeting at 5:41 p.m.

Submitted by,

Reviewed by,

Signatures on file

Signatures on file

Sheena Dickerman
Administrative Assistant I

Ed Gallagher
Library Director