



## PUBLIC LIBRARY BOARD



### MINUTES

Tuesday, June 26, 2018

5:00 p.m.

Main Library

**Approved: August 28, 2018**

#### CALL TO ORDER

Chair Rosemary Bennett called the meeting to order at 5:11 p.m.

#### ROLL CALL

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

Committee Members absent: Janel Bennett and Jo Ann Yonemura

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

#### APPROVAL OF MINUTES

May 22, 2018

MOTION: Member Bob Brown moved to adopt the minutes as presented. Member Steve Borst seconded the motion, which passed 5-0.

#### SCHEDULED BUSINESS

Library Director

**5:20 p.m.**

Library Director Ed Gallagher said the Friends of the Library raised \$3,000 at the book sale. He shared about some books that were donated.

Gallagher stated that Librarian II April Spisak is doing a fantastic job. The summer reading program has well over a thousand sign ups. The City's Big Truck program had over 400 people in the parking lot. The Mr. Lizard program had approximately 264 patrons.

Gallagher mentioned that the General Fund budget is right where it should be. He added that the personnel cost is up slightly due to a promotion, Librarian I Millie Barringer, the Spanish families outreach person. She has signed up for the Guadalajara book faire again. He is encouraging her to buy more material this year.

Gallagher shared that the Library is losing 80 years of service with the upcoming retirements. He said Librarian I Diane Moody has been here for 25 years. He invited the Board to her retirement event on July 5. He added that Supervising Librarian Marcia Timm will be retiring at the end of July. He commented that Christine Troetschel was promoted to Librarian I to work with the teens. A portion of her assistant hours went to another assistant to make that position full-time. The Library will be hiring

for a Librarian Assistant position for 28.5 hours, a Librarian I for 20 hours, and a new Supervising Librarian, which will become an Assistant Director position. The Assistant Director will work primarily in the adult services area and help staff with some of the desk hours.

Gallagher mentioned that the Carnegie air conditioning project is coming along. The Foundation will have another vote month.

Gallagher expressed his appreciation for Bennett. He added that this was her last Library Board meeting. He encouraged her to return, as she has been a great addition to the Board. Discussion followed about the application process.

Bennett shared that she has had a great time as Board Members. She has loved meeting the Friends of the Library (FOL) and Foundation. She shared a story about the time she represented the Library at an open house at City Hall.

Bennett mentioned that someone will need to be appointed as a representative at the Foundation meetings.

Bennett added that she had volunteered for the book sale and that FOL President Karyn Walker had mentioned that by 4:00 p.m. on Friday that the FOL was in the black. When the FOL held the book sale at the Linn County Fair Grounds the proceeds were under \$4,000. Gallagher added that books and movies still sell. He shared that one of the local realtors had a house in foreclosure that was full of books, DVDs and CDs, and the realtor offered those items to FOL. All the proceeds from the book sale come back to the Library.

#### Business from the Board

Bob Brown asked if there was any feedback from the Linn County Budget Board regarding funding a portion of the courier service. Gallagher replied that he will check out their final meeting. Bennet asked if the courier service would stop if there was no funding from the County. Gallagher replied it would continue.

Kim Brown said she would not be attending the July meeting. Kim Brown left the meeting at 5:37 p.m.

Bob Brown asked about the Class and Compensation study facilitated by Human Resources. Gallagher replied that the consultant has finished collecting data from City staff and are actively gathering comparable data from other cities. The overall process will take a while to complete. Almost 100 percent of the Library staff filled out a form.

Board Member Liz Irish mentioned that she would not be able to attend the July meeting.

MOTION: Bob Brown moved to cancel the July meeting. Liz Irish seconded the motion, which passed 4-0.

Bennet mentioned that the Foundation meetings take place on the odd months, third Tuesdays, from 6:00 p.m. to 7:00 p.m. She explained that the Foundation is a private entity which manages funds donated to keep the Carnegie open in its original condition. The Foundation Board members are volunteers. The Foundation supports projects, sponsors upcoming events, etc. Irish volunteered to represent the Board at the Foundation meetings.

NEXT MEETING DATE: *August 28, 2018*

ADJOURNMENT

Hearing no further business, Chair Bennett adjourned the meeting at 5:43 p.m.

Submitted by,

Reviewed by,

*Signature on file*

*Signature on file*

Sheena Dickerman  
Administrative Assistant I

Ed Gallagher  
Library Director