Tuesday, July 23, 2019
5:00 p.m.
Main Library
2450 14th Avenue SE

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES
   a. June 25, 2019

4. SCHEDULED BUSINESS
   a. Business from the Public
   b. Librarian’s Report

5. BUSINESS FROM THE BOARD
   a. Old Business: Strategic planning

6. NEXT MEETING DATE: Tuesday, August 27, 2019, or September 24, 2019

7. ADJOURNMENT

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager’s Office in advance of the meeting: CMadmin@cityofalbany.net | 541-704-2307 or 541-917-7519.
CALL TO ORDER

Vice Chair Steve Borst called the meeting to order at 5:02 p.m.

ROLL CALL

Committee Members present:  Bob Brown, Steve Borst, Amy Roberts, Jo Ann Yonemura and Ilynn Winn
Committee Members absent:  Stacey Bartholomew, and Kim Brown

Staff present:  Ed Gallagher, Library Director and Sheena Dickerman, Administrative Services Coordinator

Others:  Darci Hanning, Oregon State Library Technology Consultant, and City Councilor Alex Johnson, II

APPROVAL OF MINUTES

May 28, 2019

MOTION:  Member Bob Brown moved to adopt the minutes with a correction to page 2, eighth paragraph, first sentence “the” to “there”. Member Amy Roberts seconded the motion, which passed 5-0.

SCHEDULED BUSINESS

Business from the Public  5:03 p.m.

Darci Hanning Oregon State Public Library Technology Consultant introduced herself. She has been with the state for 14 years. She did a presentation on strategic planning (see agenda file).

Hanning highlighted that civic engagements provide opportunities to hear what is important to community members, explore issues, and share ideas and solutions. She posed the hypothetical question “if the Library had to stop doing five things, what would they be?” She noted that if the Library planned to add programs, we would need to remove programs.

Brown asked if the strategic planning process would go to the Library Board and City Council. Hanning affirmed. She added that Library staff will create a new vision that would be accepted by the Board and by the City. The mission needs to be “owned” by the staff. Staff works on outcomes based on areas of interest.
Brown asked Hanning who the lead was for the process. Hanning explained that she partners with the Library. She will work with Assistant Library Director Amanda Bressler as much or as little as Bressler needs.

Brown asked about the funding. Hanning explained that she is paid with Federal dollars.

Brown asked when data would be collected. Gallagher explained that the Library is currently collecting community questions. The second community question has been posted in the Library and various other locations.

Hanning shared that she will attend the staff session in October.

Brown asked about the Library Board’s role in the process. Hanning replied that one or two should attend the stakeholder’s session and identify the areas of focus. The stakeholder’s session will include staff, Board members and Council. She asked the Board to let her or Bressler know if anything is missing or needs to be included.

City Councillor Alex Johnson II thanked Hanning for coming. He said that he is hoping to visit every department and city board meeting. He requested a tour of the Library in the near future.

Librarian’s Report 5:40 p.m.

Gallagher added that the City has their strategic plan, actions, and measurements at the highest City level and the Library is part of the plan. The Library did not need to start from scratch. The Library knows our community. This process creates structure. More than half of the staff is new. For the newer staff this helps with vision, measurements, and how the Library fits in. The Library will “tap” into the City’s strategic plan. He encouraged the Board to participate and raise questions throughout the process.

Brown asked if the Board would see reports on a monthly basis. Gallagher replied that Bressler would bring reports to the Board meetings.

Gallagher explained that the Library had worked with Hanning before, on the Edge initiative. He explained that one of the outcomes of the Edge initiative was evaluating the public’s use of computers. The Library reduced the number of public internet computers based on the information.

Gallagher stated that the budget was approved. The Library is fortunate to receive funding support from Oregon Community Foundation (OCF), Friends of the Library (FOL), and the Albany Public Library Foundation (APLF), which will fund 90% of materials for the Library, but it is critical that the library not rely on these outside sources. They are not consistent funding.

He mentioned that all the departments made tough choices. The Library has one position frozen. He added that the Library has successful recruited for the 20 hour a week Library Assistant position. She is fluent in Spanish. The Library has 16% bilingual staff. The Greater Albany Public School District (GAPS) has 20% Spanish speakers. This is a great place for those that speak Spanish.
Gallagher shared that closing the Carnegie Library was mentioned during the budget sessions. He has provided the City with the costs associated to run the Carnegie. The City will not save a lot of funds, unless they want to cut people. He will keep the Board posted.

Gallagher shared that he will be retiring in the next year. Before he retires, he hopes to help connect the dots throughout the City that there is a direct correlation between early literacy and crime rates. He said that 60% of the Linn County Jail inmates read below a 4th grade level.

Johnson II said that supports keeping Carnegie Library open. He added that he is bringing revenue ideas to City Council and mentioned a few possibilities.

**Business from the Board 6:05 p.m.**

Gallagher shared that Chair Kim Brown’s term expired. One of the city councilors will appoint a new person. He shared his goal to have someone from GAPS on the Board.

Board Member Ilynn Winn mentioned partnering with other non-profits for early literature, such as the Boys and Girls Club, Family Tree, etc. Gallagher replied that the Library is an expert on early literature. He would like to meet GAPS new superintendent.

Johnson II mentioned that City Manager Peter Troedsson and Public Information Officer Marilyn Smith are having the city council go to the schools this fall to meet with parents and students. He encouraged Gallagher to attend and talk about the Library. He will keep Gallagher posted on when these meetings take place.

**NEXT MEETING DATE: July 23, 2019- Roberts will not be at the meeting.**

**ADJOURNMENT**

Hearing no further business, Vice- Chair Borst adjourned the meeting at 6:16 p.m.

Submitted by, Reviewed by,

Sheena Dickerman EdGallagher
Administrative Assistant I Library Director