



PUBLIC LIBRARY BOARD

AGENDA



Tuesday, October 27, 2020

This meeting will have remote access. At 5:15 p.m. join the meeting from your computer or tablet by clicking the link below:

[Join Microsoft Teams Meeting](#) or

[+1 971-319-5185](#) United States, Portland (Toll) Conference ID: 593 213 682#

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - a. August 25, 2020, and September 22, 2020
4. SCHEDULED BUSINESS
 - a. Business from the Public
Persons wanting to address the body must send their written comments by email to sheena.dickerman@cityofalbany.net. Please limit comments to one page and include your name and address. Emails received before 4 p.m. on October 27, 2020, will be included in the record.
 - b. Librarian's Report
5. BUSINESS FROM THE BOARD
 - a. Old Business:
 - Meeting room policy/fees-
 - Year End Appeal
 - b. New Business

Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

6. NEXT MEETING DATE: TBD, December 1 or 8
7. ADJOURNMENT

Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection.

cityofalbany.net





PUBLIC LIBRARY BOARD

MINUTES

Tuesday, August 25, 2020

5:15 p.m.

Virtual

Approved: DRAFT

CALL TO ORDER

Chair Borst called the meeting to order at 5:21 p.m.

ROLL CALL

Committee Members present: Amanda Blaisdell, Steve Borst, Bob Brown, Barbara Coffman, Amy Roberts, Ilynn Winn, and Jo Ann Yonemura

Staff present: Amanda Bressler, Assistant Library Director; Eric Ikenouye, Library Director and City Manager Peter Troedsson

APPROVAL OF MINUTES

July 21, 2020

Board Member Jo Ann Yonemura asked for clarification regarding page 2, paragraph 2 regarding the amount of the end of year giving. Library Director Eric Ikenouye reported that it should be \$4,700.

Board Member Bob Brown asked that the minutes reflect that 33 people had responded to the donation letter.

Brown also pointed out that on page 1, last sentence it should say “utility fee” not “utility feel”.

MOTION: Board Member Barbara Coffman moved to approve the minutes with corrections. Board Member Ilynn Winn seconded the motion, which passed 7-0.

SCHEDULED BUSINESS

Librarian’s Report

5:26 p.m.

City Manager Peter Troedsson talked about the Coronavirus relief funds (CARES).

Ikenouye shared that at the end of July the library had circulated over 10,000 items. Staff will be doing holds pick-up at the Albany Farmer’s Market every Saturday until it ends in November.

Ikenouye said that staff is working on establishing computer access appointments for patrons, tentatively starting at the Carnegie Library in mid-September.

Ikenouye shared about the Summer Reading Program prize pickup. Over 1,200 children participated in approximately 47,000 days of reading.

Ikenouye said the Friends of the Library (FOL) donation bookmark had been added to the curbside bags. Approximately \$1,300 has been donated; in August alone, there has been \$720 in donations so far.

Ikenouye said that the Library had requested reimbursement from the CARES fund for the bags for curbside, the plexiglass, and the laptops.

Ikenouye has a memo for the three Library Boards: FOL, Foundation, and Public Library Board regarding a joint meeting to address the Library's budget challenge (see agenda file). The tentative meeting date is September 15, 2020.

Ikenouye shared that Librarian II April Spisak has been reaching out to parents about their needs. Parents want plenty of books for their children.

Ikenouye announced that Library Aide Crystal Neal will be resigning. Her position will not be filled right now.

MOTION: Brown moved that Borst, Coffman, and Yonemura attend the joint boards meeting. Winn seconded it, which passed 7-0.

Old Business

5:42 p.m.

Bressler added that the Library staff are working on a website form to request readers advisory suggestions.

Fees

5:43 p.m.

Ikenouye said that he has been working on defining, who is a "library partner". The goal is for the groups to support our mission and vision.

The Board discussed concerns about having groups meet after the library is closed. Ikenouye commented that it would be at his and/or staff's discretion. Another concern was liability. Bressler explained that only the meeting rooms would be open after hours. No decisions were made.

Coffman emphasized she was opposed to charging non-profits for room rental.

The Board discussed resident, non-resident, and "partner" fees. Ikenouye said the council recommended that the Parks and Recreation charge fees based on resident and non-resident, instead of profit and non-profit.

Yonemura suggested letting groups that were using the meeting room prior to the policy change be grandfathered in. Winn is opposed to charging non-profit groups.

Bressler asked the Board to consider restrictions for use, for example, birthday parties. There is nothing to exclude such use in the proposed draft policy. Board members were opposed to allowing parties. Roberts stated that a partner should be defined as a group that benefits the community and should not be charged. Board members were concerned staff does not find communicating the policy to be burdensome. Board members agreed that the policy needs to be clear.

Ikenouye shared about the difficulty working on this policy and his appreciation for their effort. He will return with an updated version.

Coffman pointed that the Board Room needed to be included throughout the document.

Borst asked for public input to be included.

Brown asked how much charging for meeting room fees and increasing non-resident fees would help financially. Ikenouye said it would not be a large amount, but it would be a gesture to show the Library doing their part.

The fees would go in the general fund, which supports multiple city departments. FOL donations support only library for books and programs.

New Business

6:18 p.m.

Yonemura made some suggestions for the end of year appeal letter (a remittance form, opt- out, credit card line, matching challenges, and sending it prior to Thanksgiving). She suggested doing third-party fundraisers and making the online receipts clear about what the donations were for.

Coffman agreed with sending the letter out before Thanksgiving. She recommends highlighting “Giving Tuesday” in November.

Yonemura is interested in meeting with Library Resource Coordinator LaRee Dominguez to discuss fundraising.

Ikenouye shared that out of the 500 end of the year giving letters distributed, only a couple resulted in \$500 donations.

Board members discussed the different fee cost between PayPal and Square. Yonemura challenged the Board Members to donate themselves, so that it could be said that 100% of the Board donated.

NEXT MEETING DATE: September 22, 2020

ADJOURNMENT

Hearing no further business, Vice- Chair Brown adjourned the meeting at 6:48 p.m.

Submitted by,

Reviewed by,

Sheena Dickerman
Administrative Services Coordinator

Eric Ikenouye
Library Director



PUBLIC LIBRARY BOARD

MINUTES

Tuesday, September 22, 2020

5:15 p.m.

Virtual

Approved: DRAFT

CALL TO ORDER

Chair Borst called the meeting to order at 5:15 p.m.

ROLL CALL

Committee Members present: Amanda Blaisdell, Steve Borst, Bob Brown, Barbara Coffman, Amy Roberts, Ilynn Winn, and Jo Ann Yonemura

Staff present: LaRee Dominguez, Library Resource Coordinator; Sheena Dickerman, Administrative Services Coordinator; and Eric Ikenouye, Library Director

SCHEDULED BUSINESS

Librarian's Report

5:16 p.m.

Library Director Eric Ikenouye said curbside service had been cancelled for a week due to local fires. Patrons were contacted quickly.

Computer appointments for patrons will resume next week.

Ikenouye (said staff is gathering information for a utility fee should city council choose to move in that direction.

Ikenouye shared statistics regarding curbside pickup.

Borst asked how staff are doing. Ikenouye replied that staff are tired and miss working with patrons.

Board Member Jo Ann Yonemura arrived at 5:24 p.m.

Old Business

Fees

5:32 p.m.

Ikenouye said the library would be lucky to make \$5,000 a year for charging for the meeting room. Discussion followed regarding non-resident fees, meeting room fees, and the general fund.

Year End Appeal

5:45 p.m.

Library Resource Coordinator LaRee Dominguez explained current the grant process. She commented that the Library has received \$46,000 in grants since March.

Dominguez discussed how the year-end appeal letter had been done in the past and that it had not been successful.

Dominguez had sent a handout regarding fundraising (see agenda file) and how they could participate.

Board Members suggested making the donation link on the webpage easier to find.

New business:

Ikenouye mentioned that the November and December meetings fall during holiday weeks. At the next meeting, the holiday meetings schedule will be set.

NEXT MEETING DATE: October 27, 2020.

ADJOURNMENT

Hearing no further business, adjourned the meeting at 6:12 p.m.

Submitted by,

Reviewed by,

Sheena Dickerman
Administrative Services Coordinator

Eric Ikenouye
Library Director