



ALBANY LIBRARY BOARD MEETING MINUTES

Albany Library, 1247 Marin Avenue
Tuesday, April 16, 2013 at 7 p.m.

1. CALL TO ORDER – R. Gonzales

Board Members present:

Karen Leeburg
Rosalie Gonzales
Karen McKeown
Hank Olson
Alan Riffer

Alameda County Library Staff Present:

Ronnie Davis, Albany Branch Library Manager

City of Albany Staff Present:

Aaron Walker, Temporary Staff Liaison

2. **APPROVAL OF MINUTES** – Minutes from January 23, 2013 – Motion to approve by Riffer, seconded by Olson, approved unanimously.

3. **PUBLIC COMMENT** – None.

4. DISCUSSION AND ACTION ITEMS

- a. **Estimate of City Funds Available for Fiscal Year 2013-14:** Board discussed the March 14, 2013 letter from City Finance Director Charles Adams to County Librarian Jean Hofacket on the estimate of City funds to be available for fiscal year 2013-14. Board also discussed the costs of additional library hours and services.
- b. **Albany Library Report** – R. Davis: Reported that in honor of this being National Library Week, Albany City Council issued a proclamation (attached) at their April 15, 2013 meeting. Described programs, events, workshops, and happenings that occurred in March. Discussed the new phone system coming in May. Looking at modifying the circulation desk and material check-in equipment.
- c. **Preliminary Albany Branch Budget from County Library:** Davis passed out the County's fiscal year 2013-14 contract and budget, and the fiscal year 2012-13 budget for comparison. Board noted the Albany branch has been running with fewer FTEs than budgeted, which saves the County money. Noted that the 2013-14 budget apportions Albany Branch's direct costs at 5.84% of total branches (using the old method) and administrative costs at 8.58% of total branches (using the new method). Noted that the 2013-14 budget has a larger expenditure on material costs and ITD (information technology) costs. There was concern over the lack of transparency in how expenses are calculated, and just finding out that the budget allocation project has been put on hold. Gonzales will send a letter via e-mail to the County Librarian and Deputy Librarian, copying the Mayor and City Manager, addressing 1) understaffing (fewer FTEs, lower level FTEs, and delay of Library Manager hiring process); 2) budget (specificity on category and dollar differences between last year's budget and this year's); and, 3) reporting (would like to receive quarterly actual vs. budgeted reports, or qualitative information that addresses this, or an explanation of why these couldn't be provided).

- d. Update on Hiring of Vacant Positions:** County predicts filling the vacant Library Assistant position in September or October. County predicts filling the Branch Manager position (currently staffed part-time by retired Davis) in July following a three-month selection process. Board expressed concern that target was previously June, and that recruitment has not even begun. County will include a City representative on the hiring panel.
- e. Update on County Library Resource Allocation Project:** Davis reports that Deputy Librarian stated “Resource Allocation Project is now on hold. It will be looked at system wide over the next years.” (And, that other than the Branch Manager, County staff may no longer be attending Albany Library Board meetings.) Riffer discussed some history of County’s allocation of branch operating hours, City tax measures supporting additional hours, and issues of equity and distribution among branches.

5. ANNOUNCEMENTS/COMMUNICATIONS

- a. Report on California Public Library Advocates Workshop – R. Gonzales and K. McKeown:** This workshop was very interesting and informative. Gonzales passed out a handout from the workshop.

6. FUTURE AGENDA ITEMS

No public comment will be taken on announcement of future agenda items.

- **Albany Branch Contract and Budget from County Library.**

7. ADJOURNMENT

The Board packet is available for public inspection at the Albany Library. The agenda can be found on our web page at www.albanyca.org. Please note that if you provide your name and address when speaking before the Board it will become part of the official public record, which will be posted on the Internet.