



ALBANY LIBRARY BOARD MEETING MINUTES

Albany Library, 1247 Marin Avenue
Tuesday, May 21, 2013 at 7:00 p.m.

1. CALL TO ORDER – R. Gonzales.

Board Members present:

Rosalie Gonzales
Karen Leeburg
Karen McKeown
Hank Olson
Alan Riffer

Alameda County Library Staff Present:

Ronnie Davis, Albany Library Manager
Cindy Chadwick, Deputy County Librarian
Darshan Chattha, Financial Services Manager

City of Albany Staff Present:

Aaron Walker, Temporary Staff Liaison

2. APPROVAL OF MINUTES – Minutes from April 16, 2013 – **Motion to approve by Leeburg, seconded by Riffer, approved unanimously.**

3. PUBLIC COMMENT – None.

4. DISCUSSION AND ACTION ITEMS

- a. Albany Library Report – R. Davis: Reported that 74% of Albany residents have library cards, including many children who came with their classes for a visit to the library. The library hosted speakers including John King, SF Chronicle architecture writer. The library has been conducting e-reader training sessions. Coming soon will be an Albany Film Fest meet the filmmaker series.
- b. **Edith Stone Room Upgrade: Phase II** – R. Davis: Passed out the Phase II proposal (attached) for installing three wall-mounted cameras, a new microphone audio mixer, and supporting equipment. This would allow for better quality filming of events and meetings in the room, as opposed to the current single tripod-mounted camera and low quality audio feed. The Young bequest funds could be applied to this \$13,600 project. **Moved to recommend to City Council to accept the proposal and perform the work – motion to approve by Riffer, seconded by Olson, approved unanimously.**
- c. **Albany Library Board Letter to Jean Hofacket and Ms. Hofacket Response** – R. Gonzales: A letter (attached) was sent in April from Gonzales to County Librarian Jean Hofacket asking for clarification on some issues regarding the proposed annual agreement for library services. These issues included questions on County funding, accounting figures, and staffing levels. Hofacket sent a reply letter dated April 23 (attached) that addressed some of these issues and stated that further information would be provided to the Board at this meeting. Tonight, Chattha explained that the \$470,000 “all other direct costs” includes \$333,000 of circulation materials (almost double the prior year’s expenditure), \$77,000 information technology costs, and \$60,000 extension services including the bookmobile. Also, overall operating expenses have gone up. The County is providing additional funds to cover the increased level of service and expenses. Then, Chadwick explained that the County has a one-year contract with a consultant starting in July to look at branch staffing ratios and material handling processes, and will produce metrics that will be shared with the branches.

- d. Update on County Library Resource Allocation Project** – C. Chadwick: This project had been on hold pending further development. Now, it's been folded into a larger strategic planning process, which will involve outside consultant(s), library administration, and a staff member from each city. It is expected that an initial strategic plan will be in place by October. The project will consider base service hours separate from additional service hours. The Alameda County Library Advisory Commission (ACLAC) will be the vetting body before implementation.
- e. Update on Hiring of Vacant Positions** – C. Chadwick: The currently vacant Branch Manager position (classification is "Supervising Librarian II"), currently staffed part-time by retiree Davis, will begin open recruitment this week. Interviews will be held in July and the new person will likely be hired in August. The City Manager will select a City representative to participate in the interview process. The vacant Library Assistant position will likely be filled following September interviews.
- f. Albany Library Budget for FY 2013/2014** – C. Chadwick: Riffer passed out a "comparison of contracted services" document (attached) that he prepared. Riffer pointed out that Albany's additional hours costs are higher than other cities' costs despite similarities in size. Chattha stated that this issue is complex and considers a number of factors including cost of base hours, property tax revenues, and staffing levels. Riffer said additional hours should be looked at without regard to base hours, and that tax revenues vary as do cities' use of various County services. Chadwick then stated that cities will need to participate in the Allocation Project's study of costing practices for additional hours. Following this discussion, the Board agreed to consider the budget agreement proposal now; that it could not wait until the Allocation Project provided the missing details. **Moved to recommend to City Council to accept the contract with the County for additional library services – motion to approve by Riffer, seconded by Leebug, approved unanimously.** Then, the Board requested periodic accounting reports including expenditures vs. budget, and expenses in relation to branch FTE count. Chattha stated that the County will provide these accounting reports on a quarterly basis.

5. ANNOUNCEMENTS/COMMUNICATIONS – None.

6. FUTURE AGENDA ITEMS

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

- Next meeting will be September 17, 2013.
- County budget accounting reports.
- Meet the new Branch Manager.
- Update on Edith Stone Room Upgrade Phase II.
- Update on the strategic planning process (branch allocation project)
- Update on the consultant process dealing with staffing, material handling, and metrics.
- Report by Riffer on the most recent ACLAC meeting.

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.