



ALBANY LIBRARY BOARD
MEETING MINUTES – DECEMBER 10, 2013

Albany Community Center, 1249 Marin Avenue

1. CALL TO ORDER – R. Gonzales.

Board Members present:

Rosalie Gonzales
Karen Leeburg
Hank Olson
Alan Riffer

Alameda County Library Staff Present:

Deb Sica, Albany Library Manager
Paula Greer, Albany Library Circulation Manager

City of Albany Staff Present:

Ronnie Davis, Staff Liaison

2. APPROVAL OF MINUTES – Minutes from September 17, 2013 – Minor grammatical correction noted in #6. Motion to approve by Riffer seconded by Olson, Approved unanimously.

3. PUBLIC COMMENT – None.

4. ALBANY LIBRARY REPORT – Library Manager Sica reported on the following:

Statistics: Circulation – 33,798 (Sept), 32,497 (Oct), 32,610 (Nov.) Sica noted that over half of the circ were AV items. Gate – 22,300, 24,058, 20,696; Program attendance – 1324, 1505, 1253. She noted a decrease in the number of holds which averaged about 400 less per month. Both Sica and Greer said that this was probably due to the change to Sierra, a new circulation system, but this needed to be investigated. In general the new system has been working well with a few down days in the beginning.

Collection: Sica has been weeding the collection and making more space for AV. The Reference collection has been reduced since most of the information is now available through online sources. Sica is “refreshing” the collections in areas she has identified. Non-fiction will now be weeded on a regular schedule.

Programs: Most programs will be continuing. The Library sponsored a Covered California program and a cartooning workshop. There will be a new quilting workshop beginning in January. Local author Elisa Kleven and a Winter Celtic music concert will be featured in December.

Staff: New Library Clerk Alice White began work this week. Sica reported that the hiring for the library assistant position won’t happen until next March. Gonzales asked if there was a possibility that the vacant position, since it replaced a librarian position that has been vacant for 4 years, could be hired as a librarian rather than a library assistant. Sica said that she would advocate for a librarian position, but would be happy to have that position filled.

At this point in the meeting, Riffer asked when the Board could expect the quarterly financial reports on Albany Library finances that Darshan Chattha had promised at the May meeting. [A review of the May minutes showed the following: following the recommendation of the 2013/2014 Contract with Alameda County Library...”the Board requested periodic accounting reports including expenditure vs. budget and

expenses related to branch FTE count. Chattha stated that the County will provide these accounting reports on a quarterly basis.”] The goal of these reports would be to measure the contract in regard to actual personnel expenses since staff vacancies for the past 4 years have never been reflected in the budget. Gonzales asked if there is a big difference in salary between a librarian and a library assistant. Riffer asked Davis and Sica to follow-up on the timing of these financial reports.

Centennial Celebration: Sica described the Centennial Celebration that is being planned for the Albany Library for January 26 in the Community Center Hall which will involve local officials and activities for children. The first Albany Library opened on December 4, 1913. Sica has been going through historical documents and has been working with the Albany Historical Society. Sica has some ideas for the long range preservation of the Library’s historical collection.

5. STRATEGIC PLANNING PROCESS/ BRANCH ALLOCATION PROJECT

Sica reported that the management staff of the Library had completed their work on the Strategic Plan and that their recommendations were now being considered by Library Administration. Gonzales asked if one of the thirteen identified goals still included *External Collaboration and Communications* which would cover the consideration of branch funding. Sica said she did not have information about this but would get back to the Board. Gonzales asked if there would be public document that would come out as a result of this process. Sica said she would check.

6. MATERIALS HANDLING PROJECT

Sica said that the consultant hired to study materials handling met with Greer in Albany in late August. The goal is to study efficiency and best practices. The studies that were done at Albany concerning the efficiency of the circulation desk would be incorporated in this study. Because of other County Library projects (Sierra and the moving of the San Lorenzo Library), these reports are on hold until April 2014. Gonzales noted that Chadwick had said that this study would also be looking at the metrics of staffing – how much staff needed for each operation due to workload and this study would cover all classifications (librarians or library assistants). Riffer noted that the Board had requested that the consultant present their methodology at a Board meeting and Chadwick had promised to follow up on that request. He asked Davis to follow up on this.

7. EDITH STONE ROOM PLAQUE

Davis reported that the Library Board could make a request to the City Council through a staff report to fund a plaque for the Edith Stone Room noting the Young bequest. The estimate from Design-A-Sign was approximately \$250 for a brushed aluminum plaque with black letters that would match the plaque honoring Edith Stone. The wording could be “Edith Stone Room upgrades provided through the generous contribution of Gardener and Margaret Young.” Board voted (Riffer/Leeburg) to authorize staff to proceed with the recommendation to the City Council

8. 2013/2014 CALENDAR

Riffer noted that he will be travelling on April 22 if there is a special meeting. Another date could be selected if needed.

9. LIBRARY BOARD WORK PLAN

Board members reviewed the 2013 Work Plan. An added accomplishment this year was the Board Chair’s involvement in the Library Manager selection.

10. ANNOUNCEMENTS/COMMUNICATIONS

Sica noted that costly elevator repairs have now been accomplished with water damage being one of the causes of the problem. The Library has been working with the City on the need to relocate communications equipment from the book drop because the noise and the heat are affecting staff who works in that space. The City is concerned about the budget already spent for building repairs. Sica and Greer will be working with the City to emphasize the importance of the project for staff safety.

11. FUTURE AGENDA ITEMS - No public comment will be taken on announcement of future agenda items.

Reorganization of Library Board: Chair, Vice-chair.

Updates: Strategic Plan including status of Branch Allocation project, Materials handling project including clarification about staffing study

Report by Riffer on ACLAC meeting.

Review of 2014 Library Board Work Plan and Calendar

12. ADJOURNMENT

Gonzales adjourned the meeting at 8:50 p.m.

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.