



ALBANY LIBRARY BOARD
MEETING MINUTES – March 18, 2014

Albany Library, 1247 Marin Avenue, 7 p.m.

1. CALL TO ORDER – K. Leeburg

Board Members present:

Hank Olson
Rosalie Gonzales
Karen McKeown
Alan Riffer
Karen Leeburg

Alameda County Library Staff Present:

Deb Sica, Albany Library Manager
Paula Greer, Albany Library Circulation Manager
Darshan Chattha, Alameda County Library Finance Officer

City of Albany Staff Present:

Ronnie Davis, Staff Liaison

2. APPROVAL OF January 21 Minutes – Motion to approve by Riffer seconded by McKeown. Motion approved unanimously.
3. PUBLIC COMMENT – None.
4. ALBANY LIBRARY REPORT

Library Manager Sica reported on several new Albany Library programs. *Paws to Read* will begin this week. Councilmember Wile and her dog will be participating. Albany staff is working with the Albany poet community to set standards for the poet laureate program. The plaque commemorating the Youngs has been received and will be installed in the Edith Stone Room. Sica had meetings with Recreation and Community Services Director Chelle Putzer about several joint efforts. There will be a series of programs to celebrate *Asian Pacific Heritage Month* including several storytellers. Library staff will be participating in a Pechakucha event at the Ivy Room in April. There will be representatives from the County with information for *Victim's Rights Week*. The Friends raised \$2374.47 at the book sale in March. Sica also passed out information about State Bill 1455 which seeks to place a major library construction bond measure on an upcoming state ballot.

5. STAFF LIAISON REPORT

Staff Liaison Ronnie Davis reported that she met with City Clerk Nicole Almaguer and other City Liaisons to talk about procedures. The Albany Library Board Work Program was accepted by the Albany City Council. Any major changes to the Program need to be submitted to Council using a special form. Davis showed the County Library invoice and the highlights section for October – December 2013. Davis suggested that Sica share the form with the Board in addition to her oral report at Board meetings since it contains good information. Davis highlighted the Board calendar and the California Public Library Advocates Workshop that is scheduled for Saturday at the Castro Valley Library.

6. REPORT FROM THE BOARD CHAIR

Board Chair Leeburg reported that she had met with County Librarian Jean Hofacket and Kevin Jenkins from Supervisor Keith Carson's office, along with Davis and Alan Riffer representing the Albany Library Board. The Board had submitted several questions for Hofacket. Leeburg distributed the Board questions with Hofacket's answers as well as an email from the Board showing follow-up questions. Leeburg thanked Jenkins for arranging the meeting. The main Board concern continues to be the formula for the allocation of the base hours that Albany receives as a member of the County system and the cost of the supplemental hours that Albany contracts for with the money collected from the two voter-approved taxes with the discrepancies in the cost of those hours varying among the library branches (Union City \$247 per additional hour; Albany \$521 per additional hour). Hofacket said that the County Library will be reviewing these allocations in a fiscal study that will commence in 2015 after the strategic planning process and an environmental scan is complete. Hofacket said that base hours are primarily determined by a return to source formula based on the property tax. Riffer asked Jenkins if this was true of other County departments. Other issues that were brought up include the filling of the five year vacant reference position and the County Library sending representatives to Albany Library Board meetings. Davis noted that these were ongoing issues and Hofacket agreed to continue the discussion with the Board. One member of the public noted that the Board had been dealing with these same issues for many years. Leeburg agreed.

7. ALAMEDA COUNTY LIBRARY WEEDING POLICIES AND PROCEDURES

Sica discussed the *Collection Management at Alameda County Library* document that was distributed with the Board packet. Sica explained that some of the influx of materials to Albany was a result of the Floating Collection policy. Sica said that library materials that were considered for weeding from the library collection were reviewed by national standards for library materials according to condition, accurate information, and community needs. All items discarded from the Albany Library were reviewed by a two-tiered process so several opinions on whether an item should be discarded were considered. Discarded items were offered to the Friends for sale. Items that the Friends did not want were sent to Administrative offices where they were distributed to charitable organizations as appropriate. Sica additionally said that Albany staff had been meeting about this issue for six months.

There were about fifteen members of the public that spoke on these issues. Most had read an article in the East Bay Express which included quotes from Albany staff saying that they were concerned with the weeding process. Questions raised during the public discussion included: What specific books were eliminated? Was it possible to replace items that were considered essential to a good library? Why was the staff concerned enough to go to the local press? What were the options for distribution of discarded books? Was it true that items were discarded because the County Library had to spend a large amount of funds quickly?

Sica reiterated that the weeding policy was done according to standard procedures. New materials will be coming in to refresh the collection. Sica is very committed to having a collection that represents the diversity of the Albany community and encourages the public to suggest items for purchase. Sica also said that there was inaccurate reporting in the Express article.

Leeburg suggested that this item be carried over to the May meeting. Leeburg requested that Sica bring information about the refreshment process as well as comparative statistics showing the results of these efforts in terms of items being checked out.

8. CITY OF ALBANY CONTRACT WITH ALAMEDA COUNT LIBRARY

Davis introduced the contract timetable. The Board could recommend the County contract to the Albany City Council at this meeting or defer their recommendation to a special April meeting. Davis reviewed the memorandum projecting the library tax funds for 2014/2015 that had been prepared by Interim Finance Director Paul Rankin. The tax funds raised will cover the proposed library contract with a surplus. Rankin had suggested that the City Council not ask for a CPI adjustment this year if the Alameda County Library contract remained the same. Riffer had some questions about this that Davis said she would check further.

Alameda County Library Finance Director Darshan Chattha explained that the formula used to calculate the Administrative and other Direct costs of the contract was an average of the Albany Library population, circulation and property tax allocation. He also noted that funds that were unspent the previous year were rolled back into the budget as Other County Funds. It was moved by Olson and seconded by Riffer to recommend the Alameda County Library contract to the Albany City Council for approval. The vote was unanimous. Davis will clarify issues with Rankin and prepare a Staff Report.

9. LIBRARY BOARD CALENDAR

Sica offered to submit a Proclamation for National Library Week at the April 7 City Council meeting.

10. FUTURE AGENDA ITEMS

California Public Library Advocates Workshop – report from attendees

Alameda County Library – Annual Statistics 2012/2013

Albany Library Collection weeding and refreshment – update

11. ADJOURNMENT – Leebug adjourned the meeting at 9:35.