

**ALBANY LIBRARY BOARD**  
MEETING MINUTES – November 17, 2015

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

1. CALL TO ORDER – The meeting was called to order at 7:03 p.m. by Gonzales.

**Board Members Present:**

Rosalie Gonzales

Marge Atkinson

Sarah Levin

Cynthia Hegedus

Karen Leeburg

**Alameda County Library Staff Present:**

Brian Edwards, Albany Library Manager

**City of Albany Staff Present:**

Ronnie Davis, Staff Liaison

2. INTRODUCTION OF NEW BOARD MEMBER – Gonzales asked new Board member Karen Leeburg to introduce herself. Leeburg noted that she had been on the Board previously for seven years and had experience with many Albany Library Board issues.

3. APPROVAL OF MINUTES – September 15, 2015 – The minutes were approved unanimously with no corrections (Hegedus/Levin).

4. PUBLIC COMMENTS – There were no public comments.

**5. ALBANY LIBRARY REPORT**

Edwards reported on statistics, new staff and library activities. Highlights include new promotional bookmarks featuring current staff and book/media recommendations, a National Novel Writing program, and new equipment to help patrons scan and fax documents. Library collections are being shifted to accommodate changes in use patterns, and the telephone equipment is being moved from the book drop room to one of the study rooms. Edwards is also looking at low cost ways to update the staff workroom. The Friends book sale in November raised \$3637.28.

Edwards also reported on internet market data that the Alameda County Library collected through a Community Connect project. As expected, Albany usage of library services was high with 80% of residents having library cards. While new market potential is subsequently low, Edwards said he would be monitoring the community profile updates to make collection decisions.

**6. REPORT FROM WEEDING FIELD TRIPS**

Gonzales and Hegedus reported on their visit to Discover Books in Livermore. The goal of the company is to “give books one more chance.” The company plans to expand book selling through Amazon in the next year. 11 to 14% of the books they receive from libraries are sellable. They make an effort to donate books to non-profit organizations. Gonzales and Hegedus also looked at how the Oakland Library utilizes the Sierra system and also met with Edwards to review how the Alameda County Library processes discards.

## 7. ALAMEDA COUNTY LIBRARY SIERRA PROCESSES

Edwards reviewed Alameda County Library processes which do not at this time place discarded items in a preliminary category such as Oakland Public Library. Edwards said the creation of a “withdrawn but not discarded list” would not be useful without adding information about why an item was discarded such as whether it was damaged or multiple copies or if it was a leased item. Currently all items discarded from the Albany Library are reviewed by professional library staff and offered to the Friends for resale.

Public comments: One member of the public asked if the Board could request ACL for the exact cost figure to add this process so this information could be provided. Another member of the public suggested that it was the Board’s responsibility to provide this information to the public. She continues to be concerned about the discard policies of other libraries in the Alameda County Library system. It was suggested the Library Board ask the Albany City Council to pass a resolution requesting this information from the County system.

Board comments: Levin noted that it is obvious that previous items discarded were not tracked and therefore it is not possible to get those records. Board members discussed the value of having such a list. Edwards again noted that Albany staff is reviewing all discarded items. Gonzales said for her it was not a questions of how, which could be implemented, but why and to what result the information would be used. It was also noted that system collection development issues could be brought up to the Alameda County Library Advisory Commission by Albany’s representative to the Commission, Hegedus. The Board agreed to take no action on collection development issues at this time.

## 8. ALAMEDA COUNTY LIBRARY ADVISORY COMMISSION (ACLAC)

Hegedus reported on the October 7 meeting which was held at the Dublin Library. She noted that there was good signage for the meeting and suggested there be signage for Albany Library Board meetings. Hegedus passed out detailed budget information about the County Library that had been distributed at the meeting. She noted that the Library is spending 20% of the budget on library materials as well as hiring more professional staff. Hegedus will report on the ACLAC retreat which is scheduled on November 20.

## 9. GARDENER AND MARGARET YOUNG BEQUEST

Edwards presented a detailed proposal for funding from the Young Bequest. He requested \$20,743 to complete Phase III of the Edith Stone Room upgrades which will include a separated sound system between the two parts of the room as well as spot lighting for better cable filming. This amount also includes \$2500 for an upgrade of the Library’s PA system to adjust sound and enhance safety. He also requested \$51,113.36 for a laptop kiosk that will include 12 laptops that can be used in the library for a two hour check-out period.

Board comments: A Board member asked if these laptops will have the same configuration as the computers in the children’s area. [The answer is that they will have the same configuration as the adult computers which have access by children.] Another Board concern was whether these computers would be as slow as the current library computers or would they result in additional slowdown of the entire system. [The answer is that they would be much faster than the library computers which are due for an upgrade.]

The Board passed a unanimous motion (Levin/Atkinson) that Davis prepares a staff report to the City Council recommending the expenditure of \$71,857.21 from the Young Bequest for these items with a 10% contingency overage.

## 10. FUTURE AGENDA ITEMS

Hegedus will report on the Alameda County Library Advisory Commission retreat.

## 11. ADJOURNMENT

The meeting was adjourned at 9:27 p.m.