



ALBANY LIBRARY BOARD

City Hall Council Chambers
1000 San Pablo Avenue, Albany, CA

AGENDA

TUESDAY, March 19, 2019, 7 PM

SPECIAL MEETING LOCATION

Community Center EOC Room - Downstairs
1249 Marin Avenue
Albany, CA 94706

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES: November 20, 2018 & January 15, 2019

3. PUBLIC COMMENT

For persons desiring to address the Commission on an item that is not on the agenda please note that each speaker is limited up to three (3) minutes. The Brown Act limits the Commission ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

All persons wishing to speak on an item on the agenda are to fill out speaker cards and provide to the staff liaison. Comments related to items appearing on the agenda are taken up at the time the Commission deliberates each action item. The Chair will announce when the period for public comment is open on each agenda item.

4. ANNOUNCEMENTS

Staff and Commission member announcements.

5. PRESENTATIONS

6. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

6-1. Albany Library Report – Rachel Sher, Albany Library Manager

6-2. Preview of Budget Process – Discussion as relating to Library Services

6-3. Tour of the Albany Library, 1247 Marin Avenue – Ben Gomberg, Principal Librarian, Alameda County Library

6-4. Library Board Work Plan - Board will review current work plan and discuss potential items for inclusion in the 2019-2020 work plan in support of the Council Strategic Plan

7. FUTURE AGENDA ITEMS

Commissioners announce requests for future agenda items. No public comment will be taken on announcement of future agenda items.



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8. **NEXT MEETING:** Tuesday, May 21, 2019, 7 pm, City Hall Council Chambers, 1000 San Pablo Ave.
9. **ADJOURNMENT**

NOTICE

As a general policy, the Commission/Committee/Board will not begin discussion or consideration of an agenda item after 10:00 pm.

Agendas are posted for public inspection in advance of meetings at the City Hall, the Albany Community Center, and the Albany Senior Center. Agendas and supporting documents can also be found online at: www.albanyca.org. Supporting documents and any public comments received prior to 12 noon of the meeting date will be made available for public inspection at City Hall. If you have any questions pertaining to any agenda item or meeting procedure, please contact the City Clerk's Office at 510-528-5710 or cityclerk@albanyca.org.

Council and Commission meetings are broadcast live on KALB and streamed live on the City website and YouTube. Committee meeting audio is recorded and uploaded to the City website and YouTube and within one week of each public meeting. Archives of past City meetings are available on the City website and YouTube. Please note that if you provide your name and address when speaking before the Commission it will become part of the official public record, which will be posted on the Internet and broadcast on KALB.

In compliance with the Americans with Disabilities Act (ADA), and State Law, if you need special assistance to participate in this meeting, please contact the City Administration Office 510-528-5710. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102.104 ADA Title II)". Upon request, we will provide written agenda materials in appropriate alternate formats, of disability related modification or accommodation, including auxiliary aids or services to enable individuals with disabilities to participate in public meetings. Please deliver a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Request should be sent to: cityclerk@albanyca.org or City Clerk, 1000 San Pablo Avenue, Albany, CA 94706.

The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of a diverse community, and providing a safe, healthy and sustainable environment.

ALBANY LIBRARY BOARD
Draft Meeting Minutes November 20, 2018

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

CALL TO ORDER – The meeting was called to order at 7 p.m. by Levin.

Board Members Present:

Sarah Levin
Cynthia Hegedus
Rosalie Gonzales

Alameda County Library Staff Present:

Ben Gomberg, Principal Librarian for Branches
Ouida Charles, Acting Albany Library Manager

City of Albany Staff Present:

Ronnie Davis, Staff Liaison

APPROVAL OF MINUTES – September 24, 2018 – The minutes were approved (Hegedus/Levin).

PUBLIC COMMENTS – There were no comments from the public.

ALBANY LIBRARY STAFF CHANGES – Gomberg said that the Library has hired a new page. Interviews for the Library Manger position have concluded but the Library has not announced a new manager. The Library Lead Clerk position will be full-time but is not yet hired.

UPDATE ON STRATEGIC PLANNING PROCESS – Gomberg noted that the first phase of the Strategic Plan process which is “Discovery” has concluded. This consisted of constituent workshops, as well as online and in person surveys. Staff is now in the second phase which will consist of developing strategies for community goals and challenges. The last phase will consist of special actions. Gomberg noted that when community members were surveyed they like people who use the library be called “members.” Board members Levin and Hegedus reported on the Albany Envision workshop. They said that community members talked about what they liked about Albany and how economic factors are affecting Albany residents.

ALBANY LIBRARY REPORT – Charles shared the Albany Library Quarterly Report for July-September 2018. Highlights included a successful summer of family and adult programs including Brian Copeland presenting “Not a Genuine Black Man” as well a well attended teen program offering SAT preparation. This fall a series of afterschool programs for school age children is being offered. Charles reviewed the statistics for the period. It was noted that some items are being calculated differently than the previous year.

ALAMEDA COUNTY LIBRARY ADVISORY COMMISSION (ACLAC) – Hegedus reported on the October 3 meeting which was held at the Fremont Library. Tiona Smith gave an interesting presentation on the Alameda County Library Foundation which has raised over 12 million dollars for the Library since 1996. 76.5% of donations are from individual donors. Commissioners were treated to a tour of the Bookmobile. County Librarian Cindy Chadwick talked about legislative priorities for the year and gave an update on the Strategic Plan.

ALBANY LIBRARY BOARD WORK PLAN – Davis reviewed the 2017/2018 Work Plan. The next Work Plan will include further recommendations for the remainder of the Young Bequest. Davis also reminded current Board members that they will need to reapply if they would like to be reappointed to the Board.

Levin adjourned the meeting at 8:23 p.m.



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MINUTES OF THE REGULAR MEETING TUESDAY, JANUARY 15, 2019, 7:00 P.M.

1. **CALL TO ORDER / ROLL CALL – 7:02 PM**
Board Members present: Amy Apel, Genell Gary, Sarah Levin, Ross Stapleton-Gray, Becky Xin
Board Members absent: None
Staff present: Isabelle Leduc, Assistant City Manager
Ouida Charles, Acting Library Manager
Ben Gomberg, Principal Librarian
2. **APPROVAL OF ACTION MINUTES**
Motion to approve the minutes for the November 20, 2018 meeting was made by Board Member Levin – Motion Incomplete, Minutes will be approved at the March 2019 meeting.
3. **PUBLIC COMMENT**
4. **ANNOUNCEMENTS**
5. **PRESENTATIONS**
6. **DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**
 - 6-1. **Election of Officers** – Board will nominate and select Chair and Vice-Chair
Motion to approve the nomination of Board Member Levin for the office of Chair was made by Board Member Apel and seconded by Board Member Gary.
AYES: Board Members Apel, Gary, Levin, Stapleton-Gray, Xin
NOES: None
Motion carried and so ordered.
Motion to approve the nomination of Board Member Gary for the office of Vice-Chair was made by Board Member Gary and seconded by Board Member Apel.
AYES: Board Members Apel, Gary, Stapleton-Gray, Xin and Chair Levin
NOES: None
Motion carried and so ordered.
 - 6-2. **Overview of Library Board Charge** – Isabelle Leduc, Staff Liaison
Assistant City Manager Leduc reviewed the Library Board charge and funding of the Albany Library.
 - 6-3. **Albany Library Report** – Ouida Charles, Acting Albany Library Manager
Acting Albany Library Manager Charles presented Albany Library programs, services, and statistical data.



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6-4. Update on Strategic Planning Process – Ben Gomberg, Principal Librarian, Head for Branches

Principal Librarian Gomberg shared details of the strategic planning process underway with the Alameda County Library.

6-5 Alameda County Library Advisory Commission (ACLAC) Report – Ben Gomberg, Principal Librarian, Head for Branches

Principal Librarian Gomberg summarized the background and role of the Alameda County Library Advisory Commission.

6-6 Recommendation for Alameda County Library Advisory Commission (ACLAC) – Library Board Member recommendation for appointment by the City Council to the ACLAC

Motion to recommend the City Council appoint Board Member Apel to the Alameda County Library Advisory Commission was made by Chair Levin and seconded by Board Member Gary.

AYES: Board Members Apel, Gary, Stapleton-Gray, Xin and Chair Levin

NOES: None

Motion carried and so ordered.

6-7 Work Plan – Board will review current work plan and begin discussion on potential items for inclusion in the 2019-2020 work plan in support of the Council Strategic Plan.

Board Members reviewed the Library Board's current work plan and suggested topics for the next work plan.

7. FUTURE AGENDA ITEMS

2019-2020 work plan, Albany Library tour

8. NEXT MEETING: Tuesday, March 19, 2019, 7:00 p.m., City Hall Council Chambers

9. ADJOURNMENT: 8:20 PM



CITY OF ALBANY Albany Library Board

2017 - 2019 Work Plan

**Approved by the Albany Library Board March 21,
2017 Approved by the City Council: April 3, 2017**

Background

The following work plan identifies recent accomplishments and priority work items for the upcoming work plan period. The work plan includes items identified as priority projects within the City Council's Strategic Plan. The Albany Library Board shall review the work plan each year in January to identify accomplishments and ensure continued focus on completing work plan items. Work plans are presented to the Council every two years, and if a change is needed to the work plan outside of that schedule, the Albany Library Board shall submit a "Request for Amendment to Advisory Body Work Plan" Form for review by the City Council.

Albany Library Board Purpose

The Albany Library Board was established by Albany City Council Resolution No. 94-16. The purpose of the Board is to advise the City Council on matters relating to the Albany Library.

Recent Initiatives and Accomplishments

- Advised the City Council on the contract with Alameda County Library that utilizes funds collected through the Albany Library Services Acts of 1994 and 2006
- Appointed an Albany representative to the Alameda County Library Advisory Commission
- Continued discussion of Alameda County Library collection management issues
- Worked with the Albany Library Manager on recommendations for the expenditure of the Young Bequest
- Supported and promoted the Albany Library in the community

2017-2019 Initiatives

- Advise the City Council on the contract with Alameda County Library that utilizes funds collected through the Albany Library Services Acts of 1994 and 2006
- Recommend the appointment of an Albany representative to the Alameda County Library Advisory Commission
- Review Alameda County Library collection procedures and other policies or procedures as appropriate
- Work with the Albany Library Manager on recommendations for the expenditure of the Young Bequest
- Support and promote the Albany Library in the community, emphasizing the Library's role in promoting the City's Strategic Plan goals of: engaging our diverse community; promoting health and wellness; creating cultural facilities and opportunities; and, investigating ways to support the arts.
- Advocate for state or national library issues as appropriate