



## ALBANY LIBRARY BOARD MEETING MINUTES

Albany Library, 1247 Marin Avenue  
December 3, 2008 7 P.M.

### 1. CALL TO ORDER – 7:03 pm/P. Goodman

### 2. ROLL CALL: Ronnie Davis

#### Board Members present:

Leah Flanagan  
Linda Yamamoto  
Janet Fohner  
Frank Carothers  
Peter Goodman  
Jewel Okawachi

#### Members excused:

Joan Larson

#### Alameda County Library Staff Present:

Ronnie Davis, Albany Library Manager  
Ann Hammond, Deputy County Librarian

#### City of Albany Staff Present:

Charles Adams, City of Albany Finance Director  
Robin Mariona, City of Albany Recreation Dept.

Albany Library Manager Ronnie Davis stated that there had been discussion of a new ordinance and board appointments at the September meeting. She expressed her thanks to the 2008 Board for funding the library, her appreciation for the Board's service and help in making adult programming a focus. Manager Davis thanked Jewel Okawachi for her strong advocacy of the library during her tenure on the City Council. She stated that Alan Riffer would represent the Friends on the coming Board.

Frank Carothers stated that he would not be continuing on the Board.

### 3. APPROVAL OF MINUTES

#### **Motion:**

Motion to approve minutes of July 23, 2008 meeting made by Jewel Okawachi and seconded by Linda Yamamoto. Motion carried all in favor.

#### **Motion:**

Motion to approve minutes of September 24, 2008 made by Linda Yamamoto and seconded by Peter Goodman. Motion carried all in favor.

### 4. PUBLIC COMMENT: No Comment

### 5. Bylaws Changes: J. Larson

Manager Davis stated that there had been discussion regarding changes to the Board bylaws at the July and September meetings. The proposed change was the addition of City staff for minute taking, Robin Mariona from Recreation and Community Services with Manager Davis continuing as staff liaison. Board member Carothers also proposed some changes to the language for clarification.

#### **Motion:**

Motion to accept changes to the bylaws as corrected made by Board Member Carothers and seconded by Member Flanagan. Motion carried all in favor.

### 6. Report on Albany Library Efficiency Study- A. Hammond

Ms. Hammond stated that the final report from the efficiency study was not complete; however there were some preliminary recommendations. Mr. Matthews recommended reconfiguring the desk to make the self-check machines

lower and placed together. It was Mr. Matthews's belief that if these steps were taken and promoted, the self-check ratio could be as high as 90%. He further recommended investing in one step check in machines that would increase staff efficiency, get materials back on the shelves more quickly and free up staff time for other jobs. Ms. Hammond stated that the next step was to review the final report, discuss with staff and bring recommendations back to the Board, hopefully at the next meeting.

#### **7. City of Albany Contract with Alameda County Library 2009/2010-Contract Timeline- Discussion and Action**

Manager Davis stated that she and Chair Joan Larson had discussed the timeline and it represented a standard that had been followed smoothly over the last few years. The Board members had copies of the timeline in their packet. Ann Hammond stated that it was a perfectly reasonable timeline assuming that the City, State and County provided tax information. Albany Finance Director, Charles Adams, stated that the information could be provided in a timely manner. The Board members reviewed the timeline and made several changes to language for clarification. It was decided to agendaize the timeline again in January for possible further changes.

#### **Motion:**

Motion to approve timeline as constructed made by Board Member Carothers and seconded by Member Flanagan. Motion carried all in favor.

#### **8. Announcements /Communications**

##### **8-1. Albany Library Report-R. Davis**

Manager Davis stated that the gate count was up and circulation was down slightly, though both remained pretty consistent. She stated that Sunday remained the busiest day. The Library was offering an Alameda County program that provided free passes for all the San Francisco Fine Arts Museums and a request had been made for the Academy of Sciences. She stated that other library programs had been successful including poetry, Brown Bag, the Teen exhibit and the monthly book discussion group featuring California authors. Manager Davis reported that the Friends of the Library had been doing very well and represented a successful business model.

##### **8-2. November California Library Ballot Initiatives-R. Davis**

Manager Davis stated the information in the packet was for the Board to check over.

##### **8-3. Albany Library Board 2009 Calendar-R. Davis**

After reviewing the calendar information included in the meeting packet, Vice Chair Peter Goodman asked that the projected contract timeline should jibe with the proposed 2009 calendar, as discussed in agenda item 7. Manager Davis stated that she would double check and make corrections.

##### **8-4. Albany Library Board Work Plan 2008 and projected 2009—**

The Board reviewed the work plan, included in the packet.

#### **7. FUTURE AGENDA ITEMS:**

Board timeline, corrected bylaws, efficiency study, review budget timeline, review budget information from the City.

#### **8. 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](http://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.*