



## ALBANY LIBRARY BOARD MEETING MINUTES

Albany Library, 1247 Marin Avenue  
March 25, 2009 7 P.M.

### 1. CALL TO ORDER – L. Flanagan: 7pm

#### **Board Members present:**

Leah Flanagan  
Rosalie Gonzales  
Karen Leeburg  
Robert Lieber  
Alan Riffer  
Sarah Whitmer  
Linda Yamamoto

#### **Alameda County Library Staff Present:**

Ronnie Davis, Albany Library Manager  
Ann Hammond, Deputy County Librarian  
Linda Harris, Principal Librarian for Communities and Collections

#### **City of Albany Staff Present:**

Charles Adams, City of Albany Finance Director  
Robin Mariona

### 2. APPROVAL OF MINUTES –January 28, 2009

#### **Motion:**

Motion to approve minutes January 2009 made by Member Lieber and seconded by Member Yamamoto. Motion carried all in favor.

### 3. PUBLIC COMMENT: No

### 4. ALAMEDA COUNTY LIBRARY

#### **A. Organization Chart – A. Hammond**

Deputy Librarian Hammond referred the Board to the organizational handout and gave a brief overview of the chain of command. She stated that there were upper level positions that were not being filled due to the current financial situation and one principal librarian, Peggy Watson, would be in charge of all the branches going forward.

#### **B. Materials Selection Overview – L. Harris**

Linda Harris, Principal Librarian for Communities and Collections, was in charge of website coordination, collection development, processing, capital projects, children's services and graphic arts. Ms. Harris gave a material selection overview, which attempted to provide a variety of services for full age range, supported schools, lifelong learning and looked for the best sources of quality following trends and interests. She stated that the selection policy gave criteria for selection that was not academic but focused on representative samplings derived from the use of percentages and evaluation of materials.

Ms Harris stated that there was a centralized ordering process that followed guidelines provided in a hand out sheet to the Board, that served the needs of the community and provided good customer service to the branches. She stated that branch staff was relied on for information about their community and events. Ms Harris stated that staff spent time analyzing the use of the collection to keep up to date in all forms of media. Shipping was one of the most costly elements for the library system, and staff was looking at models of sharing, such as floating collections, that would cut down on delivery costs.

## Meeting Agenda

### **5. ALAMEDA COUNTY LIBRARY CONTRACT with the CITY OF ALBANY, 2009/2010**

#### **A. Contract Timetable – A. Hammond**

Manager Davis stated that the contract timetable was on track and the date for the next meeting had been changed from May 27<sup>th</sup> to June 2<sup>nd</sup>.

#### **B. City Of Albany – Library Tax Projections and Budget History – C. Adams**

Albany Finance Director Charles Adams directed the Board's attention to a handout that showed projections and history. The revenue collected so far, was as budgeted and expenses were in line, but interest return was down 2-3%. At the end of the fiscal year it was projected that the fund balance would remain.

Mr. Adams had questions about projected numbers on the budget provided by the County, as did members of the Board. Ms Hammond stated that there were projected savings in unfilled positions, freezes on wages and COLA, but she would question Linda Carroll for more detail. Manager Davis stated that there would be less staff on Sunday's beginning July 1<sup>st</sup>. Member Lieber asked if the savings would come directly to Albany. Ms Hammond stated that she would find out.

#### **C. Alameda County Library – Contract Costs – A. Hammond**

Ms Hammond stated that the 08-09 costs were included in the packet, as well as the 09-10 projected costs. Notably the Other Cost category was increasing. The Board clarified some questions about items with Ms. Hammond. Member Riffer asked for further clarification on what comprised direct costs and system wide costs from Linda Carroll. Member Gonzales asked if administrative costs came out of materials or direct cost category. Ms. Hammond stated that she would come back with clarification on the questions.

Ms Hammond stated that Albany was subsidized by other cities in the County and revenue differences were made up by other library funds. Mr. Adams stated that Albany received \$855,606 from other County funds, and it was possible that the amount could be reduced.

It was agreed that questions for Linda Carroll were informational and the budget and contract looked good and favorable for Albany.

#### **Motion:**

Motion to recommend to Council approval of the Alameda County Library contract with the City of Albany made by Member Whitmer and seconded by Member Lieber. Motion carried all in favor.

### **6. NATIONAL LIBRARY WEEK – L. Flanagan**

Manager Davis stated that options for a presentation of the Proclamation for National Library Week were; to put the Proclamation on the Council Consent Calendar in June with a presentation or, on April 6<sup>th</sup> the Mayor could read the proclamation with the Chair or vice Chair present.

#### **Motion:**

Motion to approve the Proclamation for reading at the April 6<sup>th</sup> Council meeting attended by the Chair or vice Chair made by Member Riffer and seconded by Member Leeburg. Motion carried all in favor.

### **7. ANNOUNCEMENTS/COMMUNICATIONS**

#### **A. Report from CALTAC workshop – L. Yamamoto, K. Leeburg, R Gonzales**

Members that attended the workshop stated that speakers reported the trend toward greater technology, and libraries needing to be accessible where people were.

#### **B. Report from Alameda County Library Advisory Commission – R. Lieber**

Member Lieber was unable to attend the meeting.

#### **D. Albany Library Report – R. Davis**

Manager Davis stated that she would give new members a tour of the library on Wednesday evenings or Saturdays. She stated that a new computer with assistive technology had been installed and a demonstration would take place on April 7<sup>th</sup>

## Meeting Agenda

### **E. Legislative Report** – A. Hammond

Ms. Hammond discussed County libraries with a member of Loni Hancock's staff and invited her to family sing along day.

### **F. 2009 Calendar** – R. Davis

Manager Davis stated that on Wednesdays there would be 1 on 1 computer assistance. There was also an unemployment workshop coming up, National Poetry Month and three book groups. The annual book sale was in May and Library Board member were encouraged to help. Manager Davis agreed to email a reminder to the Board about the April 6<sup>th</sup> Council meeting.

### **G. 2009 Work Plan** – L. Flanagan

Tabled for the June meeting.

**7. FUTURE AGENDA ITEMS:** County Librarian Ann Hammond answers to Board questions about contract costs, presentation on new Castro Valley Library, RFID/GPS tracking, membership in Friends and a presentation by the Friends president.

### **8. ADJOURNMENT: 9:03pm**

Motion to adjourn made by Member Riffer and seconded by Member Leeburg. Motion carried all in favor

*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.*