

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library April 8, 2014 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Holly McKenna (president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Donna Dixon, Timothy Smith, Daniel Curtis, John Davis

ABSENT: Mary-Ellen Piché (vice president)

ALSO IN ATTENDANCE: Carol Nersinger (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Alan Walther (Bonadio and Co.)

CALL TO ORDER: The meeting was called to order by McKenna at 5:30 pm.

ADOPTION OF AGENDA: Curtis made a motion, seconded by Smith, to amend the agenda to add a brief UHLS report and adopt that agenda. The motion was approved unanimously.

PUBLIC COMMENT: There were no members of the public present.

AUDIT PRESENTATION BY BONADIO: Walther of Bonadio and Co. presented a report of the 2013 library audit during which the company reviewed APL's financial statements and provided an opinion about them. The firm gave the library an unqualified opinion, which is the highest statement an auditor can give for an audit, indicating the records and statements are accurate and fairly and appropriately presented according to generally accepted accounting principles. The auditors suggested the library establish procedures about conducting budget transfers and get two trustee signatures on the check register after it is approved at the board meeting. Cullinan indicated that the library is in the process of implementing these two recommendations.

MINUTES: The board considered the draft minutes from the March 11, 2014 regular meeting. Patterson made a motion, seconded by Davis, to approve the amended minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Feb. 28, 2014) will be filed. The check register (covering March 13 through April 9, 2014) was reviewed and discussed by the trustees. Bechard made a motion, seconded by Curtis, to accept the check register. The motion was approved unanimously.

POLICY & GOVERNANCE COMMITTEE REPORT: The committee's minutes were provided in the pre-meeting packet. The committee planned to present six revised and final policies for approval, with the meeting room policy revision to be discussed at the May meeting.

NOMINATING COMMITTEE REPORT: Patterson discussed the April 5 open forum, organized and hosted by this committee, for people interested in running for library trustee. She suggested that the board should offer this forum again next year with a few small changes.

UHLS REPORT: Curtis briefly discussed lobby day participation and the upcoming UHLS annual dinner meeting.

DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Nersinger also briefly discussed facility projects at the Main Library, the most recent Foundation board meeting, and the professional development program for staff.

REVIEW OF POLICIES AND PROCEDURES GRID: The document was included in the pre-meeting packet. Metzger noted that six policies were on the agenda for approval at the meeting. In addition, the meeting room and safety/security policies will be revised and/or created during the next month. The Policy and Governance Committee will look at the board member code of conduct and determine if a board member expectations policy is needed as well.

UNFINISHED BUSINESS:

Board Self-Assessment: This item was tabled because of Piché's absence.

NEW BUSINESS:

Behavior Policy: The trustees discussed the revised behavior policy, which applies to customers and staff, and the procedures used to enforce the policy. Smith made a motion, seconded by Bechard, to approve the revised behavior policy as presented. The motion was approved unanimously.

Tobacco Use Policy: After a brief discussion, Curtis made a motion, seconded by Bechard, to table the vote on the revised tobacco use policy and send it back to the Policy and Governance Committee for correction. The motion to table the discussion was approved unanimously.

Privacy and Confidentiality Policy: The trustees reviewed the revised policy and had a discussion focused on the necessity of keeping library patrons' information confidential while still being able to conduct library business. Curtis made a motion, seconded by Patterson, to approve the revised privacy and confidentiality policy. The motion was approved unanimously. It was noted that an email address needs to be added to the policy before it can be posted on the library's website.

Website Privacy Policy: This new policy was briefly discussed by the trustees. Curtis made a motion, seconded by Smith, to approve the website privacy policy. The motion was approved unanimously.

Internet Use Policy: This revised policy, the procedures used to enforce it, and staff training were discussed by the board. Dixon made a motion, seconded by Davis, to approve the internet use policy as edited. The motion was approved unanimously.

Social Media Policy: The board briefly discussed this new policy. Patterson made a motion, seconded by Smith, to approve the social media policy. The motion was approved unanimously.

PUBLIC COMMENT: There were no public comments.

EXECUTIVE SESSION: Curtis made a motion, seconded by Smith, to enter executive session to discuss personnel matters. The motion was approved unanimously. The trustees entered executive session at 6:35 pm. Smith made a motion, seconded by Dixon, to exit the executive session. That motion was unanimously approved. The trustees ended executive session at 6:48 pm and immediately re-entered public session.

ADJOURNMENT: The meeting was adjourned immediately after re-entering public session.

NEXT MEETING: Tuesday, May 13th – Delaware Branch at 5:30 pm