

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library February 10, 2015 Pine Hills Branch

**TRUSTEES IN ATTENDANCE:** Daniel Curtis (vice president), Esther Patterson, Timothy Smith, Donna Dixon, John Davis, Alison Calacone

**ABSENT:** Mary-Ellen Piché (president), Andrew Bechard (vice president for finance), Arlene Way (secretary)

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel)

**CALL TO ORDER:** The meeting was called to order by Curtis at 5:33 pm

**ADOPTION OF AGENDA:** Patterson made a motion, seconded by Dixon, to approve the revised agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** No comments from the public.

#### **NEW BUSINESS:**

**Bylaw Amendments:** The proposed amendments include changing the name of the Finance Committee and adding a responsibility to that committee, clarifying that the selection of the executive director is a responsibility of the entire board, and establishing the Facilities Management Committee as a standing committee of the board. Notice resolution required by article 12 was given to the board on Jan. 20. Dixon made a motion, seconded by Smith, to approve the three bylaw amendments. The motion was approved unanimously.

**Executive Director Retirement Reporting Resolution:** The form was reviewed by the board. Davis made a motion, seconded by Calacone, to approve the NYS Retirement form required for the executive director. The motion was approved unanimously.

**MINUTES:** The board considered the draft minutes from the Jan. 13, 2015 regular meeting. Smith made a motion, seconded by Patterson, to approve the revised minutes. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Dec. 31, 2014) will be filed. The updated check register (covering Jan. 15 through Feb. 11, 2015) was reviewed by the trustees. Davis made a motion, seconded by Calacone, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**UHLS REPORT:** Calacone noted that the system is gearing up for Advocacy Day on Feb. 25 with a push for NYS government to give libraries a four percent increase.

**FINANCE COMMITTEE REPORT:** The report was submitted at the meeting.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Jarzombek also responded to trustee comments about the 2016 budget plan, Wi-Fi usage, and Albany Made Creative Lab.

**REVIEW OF POLICIES AND PROCEDURES GRID:** The document was included in the pre-meeting packet and Metzger briefly reviewed the contents with the trustees.

**UNFINISHED BUSINESS:**

**Website Update:** Simon reported that the new website is on track to launch in March.

**Board Retreat:** Jarzombek will continue to work on a date for the board retreat, targeting March 14.

**Strategic Plan Update:** Metzger reviewed the document with the trustees and noted that the library is ahead of schedule on a number of the outcomes.

**NEW BUSINESS:**

**Proposed 2016 Budget:** Cullinan reviewed the budget documents with the board and noted that the Finance Committee is recommending a 1.6 percent increase in the spending plan, which is under the NYS tax cap. The trustees discussed various items, including staffing and alternative sources of funding. The board will vote on the proposed budget at the March meeting.

**Delaware Tree Sculpture:** Davis raised the topic of the brick sale being conducted by the Delaware Avenue Merchants Group related to the trolley tree sculpture recently installed at the Delaware Branch. Jarzombek indicated that the library will pursue a memorandum of understanding with the group to ensure that the library's interests are protected regarding the sale and installation of bricks around the sculpture.

**PUBLIC COMMENT:** No comments from the public.

**EXECUTIVE SESSION:** Davis made a motion, seconded by Smith, to enter into executive session to discuss potential litigation. The motion was approved unanimously and executive session began at 6:41 pm. Davis made a motion, seconded by Smith, to end executive session. The motion was approved unanimously and at 6:57 pm the board re-entered open session.

**UNFINISHED BUSINESS (CONTINUED):**

**Clinton Street Property Update:** Jarzombek noted that he has discussed the tentative plans with many in the South End, including the neighborhood association. Groups and individuals are sharing their feedback, which he is taking into advisement.

**ADJOURNMENT:** Davis made a motion, seconded by Calacone, to adjourn. The meeting was adjourned at 7:01 pm.

**NEXT MEETING:** Tuesday, March 10 – Arbor Hill/West Hill Branch at 5:30 pm