

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library July 8, 2014 Howe Branch

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piché (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Donna Dixon, Daniel Curtis, Timothy Smith, John Davis, Alison Calacone

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

**CALL TO ORDER:** The meeting was called to order by Piché at 5:37 pm.

**SWEARING IN OF NEW TRUSTEE:** Piché performed the swearing in ceremony for Calacone.

**ADOPTION OF AGENDA:** Patterson made a motion, seconded by Smith, to approve the agenda provided in the pre-meeting packet. The motion was approved unanimously.

**PUBLIC COMMENT:** There were no public comments. Davis raised an issue about after-hours meeting room use on behalf of a patron who could not attend the meeting.

**MINUTES:** The board considered the draft minutes from the June 10, 2014 regular meeting. Curtis made a motion, seconded by Patterson, to approve the minutes. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through May 31, 2014) will be filed. The check register (covering June 12 through July 9, 2014) was reviewed and discussed by the trustees. Dixon made a motion, seconded by Calacone, to accept the check register. The motion was approved unanimously.

**DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Metzger also briefly discussed facilities improvements at the Main Library.

**SWEARING IN OF TRUSTEE:** Piché performed the swearing in ceremony for Bechard.

**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:**

**Board Self-Assessment Action Plan:** Piché briefly reviewed the draft plan with the trustees. Bechard made a motion, seconded by Davis, to approve the amended plan. The motion was approved unanimously.

## **NEW BUSINESS:**

**Appointment of Board Treasurer:** Curtis made a motion, seconded by Bechard, to reappoint Charles Slatterick to the consultant position of board treasurer for a 12-month term. The motion was approved unanimously.

**Adoption of 2015 Board Meeting Schedule:** The proposed schedule was discussed briefly. Calacone made a motion, seconded by Smith, to approve the 2015 Board of Trustees meeting schedule. The motion was approved unanimously.

### **Election of Board Officers:**

**President:** Piché was nominated for president by Curtis and seconded by Way. No other nominations were submitted. Upon a vote, Piché was elected unanimously.

**Vice President:** Curtis was nominated for vice president by Piché and seconded by Dixon. No other nominations were submitted. Upon a vote, Curtis was elected unanimously.

**Vice President for Finance:** Bechard was nominated for vice president for finance by Patterson and seconded by Davis. No other nominations were submitted. Upon a vote, Bechard was elected unanimously.

**Secretary:** Way was nominated for secretary by Piché and seconded by Patterson. No other nominations were submitted. Upon a vote, Way was elected unanimously.

**Appointment of UHLS Liaison:** The trustees briefly discussed the meeting requirements of the board's liaison to the Upper Hudson Library System. A liaison has not yet been identified, so Curtis made a motion, seconded by Smith, to table this item until the next meeting. The motion was approved unanimously.

**First Aid Policy:** The board briefly considered the first aid policy. Smith made a motion, seconded by Way, to approve the policy. The motion was approved unanimously.

**Blood Borne Pathogens Exposure Control Plan:** The trustees discussed the blood borne pathogens exposure control plan and made a few changes to the language to make it clearer. Curtis made a motion, seconded by Dixon, to adopt the amended plan. The motion was approved unanimously.

**Safety Mission Statement:** The trustees reviewed the statement and made one small amendment. Davis made a motion, seconded by Dixon, to approve the amended safety mission statement. The motion was approved unanimously.

**PUBLIC COMMENT:** Two young women requested that the Howe Branch be open more evening hours and for more volunteer opportunities at that location.

**EXECUTIVE SESSION:** Smith made a motion, seconded by Dixon, to enter into executive session for the purpose of discussing a personnel issue. The motion was approved unanimously and the board entered executive session at 6:35 pm.

Davis made a motion, seconded by Patterson, to exit executive session. The motion was approved unanimously and the board ended executive session at 7:10 pm.

Upon returning to the open meeting, Bach had a brief conversation with the trustees about executive sessions.

**ADJOURNMENT:** Smith made a motion, seconded by Curtis, to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 7:16 pm.

**NEXT MEETING:** Tuesday, Aug. 12<sup>th</sup> – Pine Hills Branch at 5:30 pm