

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library June 10, 2014 Arbor Hill/West Hill Branch

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

ALSO IN ATTENDANCE: Carol Nersinger (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Jack Mulichak (OrangeBoy via phone)

CALL TO ORDER: The meeting was called to order by McKenna at 5:36 pm.

ADOPTION OF AGENDA: The trustees adopted the agenda provided in the pre-meeting packet.

PUBLIC COMMENT: There were no public comments.

MINUTES: The board considered the draft minutes from the May 13, 2014 regular meeting. Piché made a motion, seconded by Curtis, 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 April 30, 2014) will be filed. The check register (covering May 15 through June 11, 2014) was reviewed and discussed by the trustees. Way made a motion, seconded by Davis, to accept the check register. The motion was approved unanimously.

UHLS REPORT: Curtis updated the group about changes for the upcoming NYS Construction Grant application process.

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

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: Piché presented a draft action plan for the board based on the results from a self-assessment. The trustees discussed the items in the plan, which they will vote on at a future board meeting.

Howe Property Update: Schofield updated the trustees about two parcels of land adjacent to the Howe Branch that may be available to purchase. The board considered the issues related to acquiring these properties and will do more research before moving forward.

Revised Tobacco Use Policy: The board briefly discussed the revised tobacco use policy. Curtis made a motion, seconded by Piché, to approve the amended and revised tobacco use policy. The motion was approved unanimously.

NEW BUSINESS:

Appoint New Executive Director: The trustees briefly discussed Scott Jarzombek, the candidate selected for the executive director position by the board's Search Committee. Smith made a motion, seconded by Patterson, to approve the appointment of Jarzombek as executive director of APL effective June 23, 2014, in accordance with the offer letter he signed on May 21, 2014. The motion was approved unanimously.

OrangeBoy Contract: Mulichak conducted a virtual presentation about the company's Savannah customer relations management software package. The board discussed the merits of the system and how it will assist the library in tracking usage, analyzing statistics, identifying trends, making decisions, retaining current customers, and reacquiring lapsed cardholders. Curtis made a motion, seconded by Davis, to enter into a contract and payment schedule with OrangeBoy Inc., as outlined in a May 29, 2014 proposal, to purchase the Savannah software from July 2014 through December 2015. This new contract will replace the current licensing contract for the company's dashboard software product. The motion was approved unanimously.

DASNY Final Agreement: Nersinger noted that there is no final agreement yet, but the APL leadership is working with DASNY to craft one.

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT: The meeting was adjourned at 7:55 pm.

NEXT MEETING: Tuesday, July 8th – Howe Branch at 5:30 pm