

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library May 13, 2014 Delaware 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, John Davis

ABSENT: Timothy Smith

ALSO IN ATTENDANCE: Carol Nersinger (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 McKenna at 5:30 pm.

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

PUBLIC COMMENT: Aimee Allaud of Melrose Avenue asked the library to produce a more robust and descriptive budget document and to make it more widely available to the public.

MINUTES: The board considered the draft minutes from the April 8, 2014 regular meeting. Curtis made a motion, seconded by Dixon, to approve the corrected minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through March 31, 2014) will be filed. The check register (covering April 10 through May 14, 2014) was reviewed and discussed by the trustees. Curtis made a motion, seconded by Piché, 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 trustees discussed a proposed revision to the meeting room policy that would allow community groups to reserve the library's meeting rooms for a maximum of 18 times per year (up from a total of 12 per group).

DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Nersinger also briefly discussed the possibility of contracting with OrangeBoy for a full customer relations management product suite that would allow library leaders to better track and measure initiatives, make informed decisions about allocating resources, and evaluate effectiveness of strategies. She also touched on several upcoming facility projects at the Main Library (including ongoing window replacement, new fire alarm system, and safety upgrades to front and back entrances) and the possibility of acquiring property adjacent to the Howe Branch.

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 reviewed the results of the board self-assessment with the trustees and asked them to share ideas on how to deal with some of the challenges facing the board. She will compile the ideas and draft an action plan that will be reviewed at the next full board meeting.

Update Meeting Room Policy: The current policy was reviewed by the Policy and Governance Committee and amended to allow each organization to hold 18 meetings per calendar year (up from 12) at the library and for all meetings to end by 9 p.m. Piché made a motion, seconded by Bechard, to approve the policy revisions. The motion was approved by a vote of 7-0-1 (with Davis abstaining).

NEW BUSINESS:

UHLAN Agreement: The trustees briefly discussed the 2015-2017 Agreement for Upper Hudson Library Access Network Services. Curtis made a motion, seconded by Way, to approve the UHLAN contract. The motion was approved unanimously.

PUBLIC COMMENT: There were no public comments.

EXECUTIVE SESSION: Piché made a motion, seconded by Davis, to enter executive session for consideration of the employment candidacy of a particular person. The motion was approved unanimously. The trustees entered executive session at 6:52 pm. Curtis made a motion, seconded by Bechard, to exit the executive session. That motion was unanimously approved. The trustees ended executive session at 7:48 pm and immediately re-entered public session.

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

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