

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library November 11, 2014 Delaware Branch

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

**ABSENT:** Esther Patterson, John Davis

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

**CALL TO ORDER:** The meeting was called to order by Piché at 5:30 pm

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

**PUBLIC COMMENT:** There were no public comments.

**MINUTES:** The board considered the draft minutes from the Oct. 14, 2014 regular meeting. Curtis made a motion, seconded by Dixon, to approve the minutes. The motion was approved by a vote of 6-0-1 (with Piché abstaining).

#### **UNFINISHED BUSINESS:**

**34-36 Clinton Street:** Schofield and Everett lead the trustees through a discussion of the NYS Environmental Quality Review Act (SEQRA) process for the land and house at 34-36 Clinton Street, which is adjacent to the Howe Branch. Piché recused herself from the discussion due to her role as president of the Historic Albany Foundation Board of Directors, an organization dedicated to preserving and protecting buildings with architectural, historic, or cultural value.

Curtis took over as chair for this portion of the meeting.

The trustees discussed the condition of the house on the site and any possibility of it being a historically significant structure. Everett noted that at the time of the library's Branch Improvement Plan proposal in 2007, the house was not considered to be a historic structure but was considered a contributing building to a historic preservation area. However, in the past seven years, the house has deteriorated severely, been damaged in a fire, poses a danger to the community, and cannot be fixed for less than several hundred thousand dollars. The trustees discussed the merits of demolishing the building to improve neighborhood safety and aesthetics versus the house's existence in a historic area of the city.

SEQR Full Environmental Assessment Forms (EAF): Everett led the trustees through a review of Part 1 of the Long Form EAF and the completion of Part 2 of the Long Form EAF. Bechard made a motion, seconded by Dixon, to approve part one and part two of the EAF documents for this property. The motion was approved by a vote of 6-0-0 (with Piché not participating in the discussion or vote due to her recusal).

Negative Declaration Under SEQRA: The board considered a draft negative declaration, presented by counsel, which declared that a plan to demolish the building at 36 Clinton Street and modify the land to add green space and reconfigure the branch library's parking lot "will not have a significant adverse environmental impact within the meaning of SEQRA." Dixon made a motion, seconded by Smith, to adopt the SEQRA negative declaration with minor text corrections. The motion was approved by a vote of 6-0-0 (with Piché not participating in the discussion or vote due to her recusal).

Title Acceptance: The trustees considered a resolution that would authorize the Library to take title to the property at 34-36 Clinton Street from Albany "in order to demolish the structure on 36 Clinton Street to expand and realign the parking lot behind the Howe Branch and establish green space adjacent to the Howe Branch." Dixon made a motion, seconded by Calacone, to authorize taking title to the property; expending Branch Improvement Plan funds to pay for the costs associated with the acquisition; and finalizing plans to demolish the building, perform site work to expand and realign the parking lot, and add green space adjacent to the branch. The motion was approved by a vote of 6-0-0 (with Piché not participating in the discussion or vote due to her recusal).

Piché returned as chair of the meeting from this point forward.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Sept. 30, 2014) will be filed. The updated check register (covering Oct. 16 through Nov. 12, 2014) was reviewed and discussed by the trustees. Bechard made a motion, seconded by Curtis, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**POLICY AND GOVERNANCE COMMITTEE REPORT:** Dixon briefly reviewed the committee's meeting minutes, which was included in the pre-meeting packet.

**FINANCE COMMITTEE REPORT:** Bechard reviewed material in the pre-meeting packet.

**Five-Year Financial Plan:** The trustees briefly discussed the proposed five-year financial plan, which is updated every fall and serves as a budget planning document. Bechard made a motion, seconded by Curtis, to approve the updated five-year plan. The motion was approved unanimously.

**Reserve Fund Earmarks:** Bechard also reviewed the proposed earmarks for the library's reserve fund. The committee proposed the following reserve fund earmarks: \$1,000,000 for buildings, \$1,000,000 for library operations, \$500,000 for technology, \$100,000 for

vehicles, and \$1,000,000 for general unrestricted. Curtis made a motion, seconded by Bechard, to approve the reserve fund earmarks. The motion was approved unanimously.

**UHLS REPORT:** Calacone reported that APL received full funding from the NYS Construction Grant that is administered through UHLS. The construction project will refurbish and repair the front sidewalk and entrance area at the Washington Ave. 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. The board then considered several draft policies for approval.

**Albany Made Policy:** The updated draft was shared with the trustees, who briefly discussed the changes. Smith made a motion, seconded by Dixon, to approve the Albany Made Policy. The motion was approved unanimously.

**Conflict of Interest Policy:** The policy, which is required by law, was briefly discussed by the board. Bechard made a motion, seconded by Curtis, to approve the Conflict of Interest Policy. The motion was approved unanimously.

**Whistleblower Policy:** The policy, which is also required by law, was considered by the trustees. Calacone made a motion, seconded by Dixon, to approve the Whistleblower Policy. The motion was approved unanimously.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Jarzombek also responded to trustee comments about the Arbor Hill walking tour, staffing, self-checkout, and the website.

**NEW BUSINESS:** There was no new business.

**PUBLIC COMMENT:** There were no public comments.

**ADJOURNMENT:** Calacone made a motion, seconded by Smith, to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 7:15 pm.

**NEXT MEETING:** Tuesday, Dec. 9 – Howe Branch at 5:30 pm