

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 14, 2014 Delaware Branch

TRUSTEES IN ATTENDANCE: Daniel Curtis (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Donna Dixon, Timothy Smith, John Davis, Alison Calacone

ABSENT: Mary-Ellen Piché (president), Esther Patterson

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 5:32 pm

ADOPTION OF AGENDA: Smith made a motion, seconded by Calacone, 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 Sept. 9, 2014 regular meeting. Way made a motion, seconded by Smith, to approve the amended minutes. The motion was approved by a vote of 5-0-1 (with Davis abstaining).

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Aug. 31, 2014) will be filed. The updated check register (covering Sept. 11 through Oct. 15, 2014) was reviewed and discussed by the trustees. Davis made a motion, seconded by Dixon, to accept the 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 were included in the pre-meeting packet.

UHLS REPORT: Calacone reviewed two recent UHLS meetings she attended, which included brief discussions about the NYS Construction Grant award process.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also discussed: UHLS ProPEL project, physical plant changes at Washington Avenue location, and the success of MyCARD.

UNFINISHED BUSINESS:

34-36 Clinton Street: A report from the building inspection was included in the pre-meeting packet. Schofield reviewed the inspections and discussions that have taken place so far, and the trustees talked about the potential merits of acquiring the

property. He will have more information for the board to review at the November meeting.

Trustee Retreat: An RFP for a trustee retreat in late winter or early spring is being prepared. Jarzombek will keep the trustees updated.

NYS Construction Grant: The library's project was accepted and will receive a 35 percent funding reimbursement through a NYS Construction Grant. No further action is required by the board.

By-Law Review: Dixon discussed the review process with the trustees and asked them to review the current by-laws and provide feedback to the Policy & Governance Committee by the January 2015 board meeting.

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.

Acquisition of Art Policy: Dixon reviewed the draft policy, which was discussed briefly by the board. Bechard made a motion, seconded by Calacone, to approve the Acquisition of Art Policy. The motion was approved unanimously.

Albany Made Policy: The trustees had a lengthy discussion about the residency and library card requirements of people using the Albany Made room and its equipment, but no consensus was achieved. Bechard made a motion, seconded by Davis, to table the discussion and send the draft policy back to committee for a recommendation on the issue of a residency requirement for Albany Made use. The motion to table the policy was approved unanimously.

Displays & Public Notices Policy: The policy was briefly discussed. Calacone made a motion, seconded by Bechard, to approve the Displays & Public Notices Policy. The motion was approved unanimously.

Tutoring Policy: The policy was briefly discussed. Smith made a motion, seconded by Davis, to approve the Tutoring Policy. The motion was approved unanimously.

WiFi Use Policy: The policy was briefly discussed. Bechard made a motion, seconded by Dixon, to approve the WiFi Use Policy. The motion was approved unanimously.

NEW BUSINESS:

Central Library Budget: The 2015 UHLS Central Library Development Aid Budget, which provides funds to APL to purchase and staff electronic content for the entire two-county library system, was provided in the pre-meeting packet. Curtis made a motion, seconded by Calacone, to approve the budget. The motion was approved unanimously.

DRA Blocks: Jarzombek explained that the current ILS (inter-library system) contains “DRA” fines for patrons that were blocked more than 10 years ago. He asked the trustees to approve waiving those fines, as they are so old that the library will probably never be able to collect them. Davis made a motion, seconded by Dixon, to waive the “DRA” fines. The motion was approved unanimously.

2015 Schedule of Service: The proposed schedule of service for 2015, which includes some changes from previous years, was reviewed by the trustees. The board discussed the merits of the proposed schedule and how to best accommodate Jarzombek’s desire to minimize the number of non-holidays that the library is closed. The trustees suggested remaining open the day after Thanksgiving, closing the day before Independence Day, and closing at 3 pm on Thanksgiving Eve, Christmas Eve, and New Year’s Eve. Smith made a motion, seconded by Dixon, to approve the amended 2015 schedule of service. The motion was approved unanimously.

Sculpture for Delaware Branch: The trustees discussed the sculpture, created by an Albany artist and crafted from railroad tracks that used to run down Delaware Avenue corridor, which the library has been asked to install at the Delaware Branch. The sculpture, which conforms to the library’s art policies, would be placed somewhere on the periphery of the back patio. The sculptor has agreed to do some art programs for the library. Smith made a motion, seconded by Dixon, to accept the sculpture for placement at the Delaware Branch. The motion was approved by a vote of 5-1-1 (with Bechard voting no and Davis abstaining).

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT: Davis made a motion, seconded by Curtis, to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 8 pm.

NEXT MEETING: Tuesday, Nov. 11th – Pine Hills Branch at 5:30 pm