

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library September 9, 2014 Arbor Hill/West Hill Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Daniel Curtis (vice president), Arlene Way (secretary), Esther Patterson, Timothy Smith, Alison Calacone

ABSENT: Andrew Bechard (vice president for finance), Donna Dixon, 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)

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

ADOPTION OF AGENDA: Smith made a motion, seconded by Patterson, to approve the amended agenda. The motion was approved unanimously.

PUBLIC COMMENT: There were no public comments.

MINUTES: The board considered the draft minutes from the Aug. 12, 2014 regular meeting. Patterson made a motion, seconded by Calacone, 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 July 31, 2014) will be filed. The updated check register (covering Aug. 14 through Sept. 10, 2014) was reviewed and discussed by the trustees. Smith made a motion, seconded by Patterson, to accept the check register. The motion was approved unanimously.

EXECUTIVE COMMITTEE REPORT: The committee's meeting minutes were included in the pre-meeting packet. Patterson made a motion, seconded by Way, to approve the corrected minutes. The motion was approved unanimously.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also discussed: the use of MyCARD, recent return to APL by new Head of Branch Services (for the East service area) Rebecca Lubin, and improved usage of Arbor Hill/West Hill Branch. Calacone made a motion, seconded by Patterson, to accept the report. The motion was approved unanimously.

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 Educational Needs Assessment: Piché has compiled the results of the board educational needs assessment survey and is working on implementing the plan. Calacone made a motion, seconded by Smith, to approve the plan. The motion was approved unanimously.

OrangeBoy Contract: Jarzombek discussed how he and the branch managers recently met with OrangeBoy CEO Clark Swanson about the Savannah product and how it can best serve APL's needs. Jarzombek said he believes it is worthwhile for the library to move forward with the contract to purchase Savannah and to reassess one year after implementation. Schofield noted that some language needs to be corrected in the agreement. Patterson made a motion, seconded by Smith, to authorize and direct the executive director to enter into a contract with OrangeBoy for the Savannah customer relations management product. The motion was approved unanimously.

34-36 Clinton Street: Schofield provided the trustees with information about 34-36 Clinton Street which is adjacent to the Howe Branch. Albany County wants to sell these properties, which were on the foreclosure rolls, to Albany Public Library for \$1.

Piché noted that she has a potential conflict of interest with this topic as she serves as president of the Historic Albany Foundation Board of Directors. Schofield said there is no conflict right now since Historic Albany, an organization dedicated to preserving historical structures and protecting endangered buildings, is not taking a position about what should be done with these properties.

Jarzombek has been meeting with important South End and city stakeholders. He also noted that the library will have the house inspected to define its condition and help determine if it is a viable structure. Updates will be provided to the board at the October meeting.

By-Law Review: Several trustees shared preliminary thoughts about possible by-law revisions. The Policy and Governance Committee will undertake a full review of the by-laws before presenting recommendations to the full board.

NEW BUSINESS:

Trustee Retreat: Jarzombek is preparing an RFP to hire a facilitator to plan and deliver a full-day retreat to the trustees in February 2015. The Executive Committee is taking the lead on this project and will update the full board as details emerge.

NYS Construction Grant: The library is preparing a NYS Construction Grant application to fund 75 percent of a project to repair and improve the front entrance of the Main Library. The board will vote on this at the October meeting.

AHNA Possible Collaboration: Way brought this topic to the board as she noted community concerns about various issues at the Arbor Hill/West Hill Branch and in the surrounding neighborhood. She recommended that an APL representative regularly attend the Arbor Hill

Neighborhood Association meetings as a way to improve communication. Jarzombek agreed and committed to having APL representation at the AHNA meetings.

Governor's Committee for Public Safety Participation: Way also introduced this topic as she personally participates in this committee. She said APL should have a seat at the table as a neighborhood resource and will reach out to the committee leadership about library participation. The trustees concurred. Way will provide an update at the next board meeting.

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT: Patterson made a motion, seconded by Curtis, to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 6:34 pm.

NEXT MEETING: Tuesday, Oct. 14th – Delaware Branch at 5:30 pm