

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 14, 2015

Washington Avenue Branch at 5:30 pm

Call to Order – 5:30 pm

Swearing in of New Trustees: Elissa Kane and Michael Neppl

Adoption of Agenda

Public Comment (comments limited to no more than 5 minutes per person)

Minutes

Treasurer's Report and Check Register

Committee Reports

- Executive Committee
- Policy and Governance Committee
- Buildings Committee

UHLS Report

Director's Report – 6:10 to 6:15 pm

Review Policies and Procedures Grid – 6:15 to 6:20 pm

- Service to Children Policy Update – Discussion – 6:20 to 6:30 pm

Unfinished Business

- Evaluation of June Board Meeting – Discussion/Action – 6:30 to 6:35 pm
- Board Self-Assessment Action Plan Regarding Board Education – Discussion/Action – 6:35 to 6:45 pm
- Board Meeting Start Time – Discussion/Action – 6:45 to 6:55 pm
- Strategic Plan Quarterly Update – Discussion/Action – 6:55 to 7:05 pm

New Business

- Appointment of Board Treasurer – Discussion/Action – 7:05 to 7:10 pm
- Election of Board Officers – Discussion/Action – 7:10 to 7:20 pm
- Board Committee Assignments – Discussion/Action – 7:20 to 7:30 pm
- Appointment of UHLS Liaison – Discussion/Action – 7:30 to 7:35 pm
- Appointment of PEG Access Oversight Board Representative – Discussion/Action – 7:35 to 7:40 pm
- Board Packet Confirmation – Discussion/Action – 7:40 to 7:45 pm

Public Comment (comments limited to no more than 5 minutes per person)

Executive Session – For Performance Evaluation of Specific Employee

Adjournment – 8:00 pm

Next Meeting – Aug. 11 at Bach Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library June 9, 2015 North Albany Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Arlene Way (secretary), Esther Patterson, Donna Dixon, Timothy Smith, John Davis, Alison Calacone

ABSENT: Daniel Curtis (vice president), Andrew Bechard (vice president for finance)

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 5:32 pm.

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

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The board considered the draft minutes from the May 12, 2015 regular meeting. Smith made a motion, seconded by Dixon, 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, 2015) will be filed. The updated check register (covering May 14 through June 11, 2015) was reviewed by the trustees. Davis made a motion, seconded by Way, to accept the updated check register and approve it for payment. The motion was approved unanimously.

POLICY AND GOVERNANCE COMMITTEE REPORT: Dixon made a motion, seconded by Davis, to approve the minutes from the committee's most recent meeting on June 1, 2015. The motion was approved unanimously.

UHLS REPORT: Calacone briefly noted that UHLS requires that its board members be trustees of a member library, but is considering expanding it to include directors of member libraries.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and Jarzombek briefly discussed continuing issues with Sierra system and weather-related repairs to buildings.

REVIEW OF POLICIES AND PROCEDURES GRID: The document was included in the pre-meeting packet and Metzger briefly reviewed the contents with the trustees.

Board Community Relations Goals Policy: Dixon made a motion, seconded by Calacone, to approve the policy upon its biannual review. The motion was approved by a vote of 6 to 1 (with Piché voting against the policy).

Dissemination of Library Information Policy: Patterson made a motion, seconded by Davis to approve the policy upon its biannual review. The motion was approved unanimously.

Evaluation of Board of Trustees Operational Procedures Policy: Smith made a motion, seconded by Way, to approve the policy upon its biannual review. The motion was approved unanimously.

Evaluation of Director Policy: Patterson made a motion, seconded by Dixon, to approve the policy upon its biannual review. The motion was approved unanimously.

Unrepresented Employee Evaluation Policy: Calacone made a motion, seconded by Davis, to approve the policy upon its biannual review. The motion was approved unanimously.

Service to Children Policy: The trustees had a discussion about the proposed policy changes, which included a clause requiring advance notice for group visits from school, daycare, and other organizations. The discussion focused on another section of the current policy, which requires children to be 11-years-old to be in the library unaccompanied. Several trustees expressed concern that the age limit is too high and prohibits younger children, who may not have an older sibling, parent, or guardian, from using the library.

Davis made a motion, seconded by Smith, to approve the updated Service to Children Policy with the clause regarding group visits, with the proviso that the policy's age limits would be seriously reconsidered at the August board meeting. After more discussion, that motion failed by a vote of 3 to 4. (Davis, Smith, and Piché voted for the motion, while Way, Patterson, Dixon, and Calacone voted against it.)

A different motion, calling for the deletion of language regarding the age minimum and addition of the clause regarding group visits, was made by Way and seconded by Davis. After more discussion among the trustees, this motion also failed by a vote of 4-1-2. (Piché, Patterson, Calacone, and Way voted to approve, while Davis voted against it, and Smith and Dixon abstained.)

A new motion was made by Dixon, and seconded by Smith, to retain the current Service to Children Policy and create a new Group Visits from School, Daycare, or Other Organizations Policy using the language from the proposed amended Service to Children Policy. The motion was approved unanimously.

The Policy and Governance Committee will conduct more research about the age requirements. That committee will create an ad hoc working group, comprised of library

leaders and staff, trustees, and community organizations, to discuss the issue and provide recommendations to the board.

Nondiscrimination Policy: Davis made a motion, seconded by Dixon, to approve the policy upon its biannual review. The motion was approved unanimously.

Equal Employment Opportunity and Anti-Discrimination/Anti-Harassment Policy: Smith made a motion, seconded by Way, to approve this new policy. The policy was approved unanimously.

UNFINISHED BUSINESS:

Board Self-Assessment Draft Action Plan: After a brief review, Piché made a motion, seconded by Davis, to approve the plan. The motion was approved unanimously.

NEW BUSINESS:

Communication Services Contract: After a brief discussion, Piché made a motion, seconded by Smith, to ask the Albany Public Library Foundation to start paying the \$1,650 monthly retainer for Communication Services starting in July 2015. The motion was approved unanimously.

Capital Car Share: After a brief discussion, Davis made a motion, seconded by Smith, to authorize the library's executive director to enter into an agreement with Capital Car Share, after consultation with counsel, to place a car at the Delaware Branch. The motion was approved unanimously.

Recognition of Outgoing Trustees Esther Patterson and John Davis: Jarzombek and Piché recognized the two trustees for their service to the library.

Meeting Evaluation: Piché handed out meeting evaluation forms to the trustees to fill out. The results will be compiled and reviewed at a future meeting.

PUBLIC COMMENT: Corey Sheehan of Green Tech High Charter School noted he is related to the mayor and asked how the city and library could enhance their working relationship.

ADJOURNMENT: Davis made a motion, seconded by Patterson, to adjourn. The motion was approved unanimously and the meeting was adjourned at 6:45 pm.

NEXT MEETING: Tuesday, July 14 – Washington Ave. Branch at 5:30 pm

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jun 11, 2015 to Jul 15, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4170	6/22/15	CSEA	1,833.34	Union Fees
4171	6/22/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
4172	6/22/15	MetLife-TSA Contribution	1,846.00	403b
4173	6/22/15	NYS Deferred Comp Plan	2,594.51	NYS Def. Comp Plan
4174	6/22/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4175	6/22/15	The Travelers	1,878.00	403b
4176	7/15/15	OverDrive, Inc.	2,762.30	Central Library Materials
4177	7/15/15	OverDrive, Inc.	1,605.50	Central Library Materials
4178	7/15/15	Baker & Taylor	5,515.92	Books-Adult
4179	7/15/15	Baker & Taylor	7,956.08	Books-Adult
4180	7/15/15	Baker & Taylor	5,396.87	Books-Adult
4181	7/15/15	Baker & Taylor	2,463.52	Books-Adult
4182	7/15/15	Baker & Taylor	7,056.67	Books-Adult
4183	7/15/15	Baker & Taylor	3,010.70	Books-Adult
4184	7/15/15	OverDrive, Inc.	1,094.20	Central Library Materials
4185	7/15/15	Midwest Tape	814.21	Audio Visual
4186	7/15/15	Midwest Tape	1,070.89	Audio Visual
4187	7/15/15	Midwest Tape	1,066.52	Audio Visual
4188	7/15/15	Midwest Tape	660.93	Audio Visual
4189	7/15/15	Midwest Tape	2,086.13	Audio Visual
4190	7/2/15	Albany Water Board	160.60	Building Repair/Maintenance
4191	7/2/15	CSEA	1,854.51	Union Fees
4192	7/2/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
4193	7/2/15	MetLife-TSA Contribution	1,846.00	403b
4194	7/2/15	NYS Deferred Comp Plan	2,580.26	NYS Def. Comp Plan
4195	7/2/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4196	7/2/15	The Travelers	1,878.00	403b
4197	7/15/15	Home Depot Credit Services	1,269.87	Supplies (Maintenance)
4198	7/6/15	National Grid	10,534.38	Heat, Light and Power
4199	7/15/15	Baker & Taylor	4,048.62	Books-Adult
4200	7/15/15	Baker & Taylor	2,945.37	Books-Adult
4201	7/15/15	OverDrive, Inc.	1,505.65	Central Library Materials
4202	7/15/15	Midwest Tape	911.78	Audio Visual
4203	7/15/15	Midwest Tape	713.53	Audio Visual
4204	7/15/15	Midwest Tape	649.94	Audio Visual
4205	7/15/15	W.B.Mason Co., Inc.	3,915.01	Supplies (Office/Maintenance)
4206	7/15/15	Grainger	2,413.67	Supplies (Maintenance)
4207	7/15/15	MicroMarketing LLC	514.06	Books-Audio
4208	7/15/15	Midwest Tape	1,212.88	Audio Visual
4209	7/15/15	Staples Advantage	310.27	Supplies (Office/Library)
4210	7/15/15	Midwest Tape	711.77	Audio Visual
4211	7/15/15	Midwest Tape	2,057.36	Audio Visual
4212	7/15/15	Midwest Tape	641.62	Audio Visual
4213	7/15/15	Accuprint	8,742.54	Publicity and Printing
4214	7/15/15	ADP, Inc.	1,425.92	Payroll Services
4215	7/15/15	Aleph Objects, Inc.	300.00	Programming Albany Made
4216	7/15/15	Republic Services #964	1,403.09	Maintenance Service Contracts
4217	7/15/15	AmTrust North America	3,011.00	Insurance-Workers Comp.
4218	7/15/15	Baker & Taylor	1,302.94	Books-Adult
4219	7/15/15	Bay State Elevator Company	926.05	Maintenance Service Contracts
4220	7/15/15	Blick Art Materials	153.54	Programming Pine Hills
4221	7/15/15	BlueShield of Northeastern New York	6,915.70	Insurance-Hospitalization
4222	7/15/15	Brad Rose Landscaping, Inc.	5,124.70	Maintenance Service Contracts
4223	7/15/15	Brodart Co.	54.58	Books-Adult
4224	7/15/15	Budget Library Supplies	841.50	Supplies (Office/Library)
4225	7/15/15	Caroline Creagan	21.00	Fines and Fees
4226	7/15/15	Carousel Industries of N. America, Inc.	1,498.60	Automation Services
4227	7/15/15	CDPHP	40,553.74	Insurance-Hospitalization
4228	7/15/15	CDPHP Universal Benefits, Inc.	10,119.47	Insurance-Hospitalization

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jun 11, 2015 to Jul 15, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4229	7/15/15	CDW G	1,789.04	Automation Hardware
4230	7/15/15	Charles Slatterick	930.00	Contracted Services
4231	7/15/15	Magicman Entertainment	250.00	Programming Community
4232	7/15/15	Christina Stenson-Carey	47.40	Programming Pine Hills
4233	7/15/15	Clara Leininger	262.80	Medicare Reimbursement
4234	7/15/15	Corporate Payment Systems	1,263.33	Books/Training/Furniture/Hardware
4235	7/15/15	Delta Dental of New York, Inc.	3,672.80	Insurance-Hospitalization
4236	7/15/15	Dell Marketing L.P.	300.27	Automation Hardware
4237	7/15/15	DePaula Chevrolet	362.12	Van Maintenance
4238	7/15/15	Dow Electric Inc.	19,755.00	Building Improvements/Repair
4239	7/15/15	D.S. Specialties, Inc.	150.00	Building Repair/Maintenance
4240	7/15/15	Eastern Managed Print Network	33.60	Contracted Services
4241	7/15/15	Edward Mangione Locksmith	250.00	Supplies (Maintenance)
4242	7/15/15	Ehrlich Co., Inc.	159.74	Maintenance Service Contracts
4243	7/15/15	EMCOR Services Tri-Tech	623.36	Maintenance Service Contracts
4244	7/15/15	Eye Med Vision Care	593.48	Insurance-Hospitalization
4245	7/15/15	G4S	5,099.50	Security Services
4246	7/15/15	Home Depot Credit Services	370.67	Supplies (Maintenance)
4247	7/15/15	Megan Haley	140.00	Programming Delaware
4248	7/15/15	James M. Milne Library-ILL	45.00	Fines and Fees
4249	7/15/15	Joan Brown	131.40	Medicare Reimbursement
4250	7/15/15	Johnson Controls	4,394.55	Building Repair/Maintenance
4251	7/15/15	Jumping Bean Party Rental	860.00	Programming Community
4252	7/15/15	MAILFINANCE	119.95	Postage
4253	7/15/15	Main Bros Oil Company	331.71	Van Operation
4254	7/15/15	Marjorie K. Reinhart	112.34	Travel/Training
4255	7/15/15	Midwest Tape	636.07	Audio Visual
4256	7/15/15	NYS Unemployment Insurance	2,520.00	Unemployment Insurance
4257	7/15/15	OrangeBoy, Inc.	1,650.00	Contracted Services
4258	7/15/15	Oriental Trading Company, Inc.	324.94	Programming North Albany
4259	7/15/15	OverDrive, Inc.	835.00	Central Library Materials
4260	7/15/15	Phillips Hardware	46.35	Supplies (Maintenance)
4261	7/15/15	RBM-Guardian Fire Protection, Inc.	900.00	Maintenance Service Contracts
4262	7/15/15	Recorded Books, INC	40.49	Books-Audio
4263	7/15/15	Rhode Island Novelty	252.33	Programming Pine Hills
4264	7/15/15	Richard Waugh	220.00	Medicare Reimbursement
4265	7/15/15	Robert Omer	65.70	Medicare Reimbursement
4266	7/15/15	Samantha Brown	20.00	Travel/Training
4267	7/15/15	San Bernardino County Library	30.15	Fines and Fees
4268	7/15/15	Shirley Sinsabaugh	131.40	Medicare Reimbursement
4269	7/15/15	Siena College -ACE	275.00	Contracted Services
4270	7/15/15	Staples Advantage	377.15	Supplies (Office/Library)
4271	7/15/15	Stephanie Preston	159.44	Programming Pine Hills
4272	7/15/15	Superior Printing, Inc.	80.68	Postage
4273	7/15/15	The Albany YMCA	1,600.00	Rent North Albany
4274	7/15/15	Thomas Krebs	200.00	Programming Community
4275	7/15/15	Albany Times Union	760.00	Publicity and Printing
4276	7/15/15	Upper Hudson Library System	14,595.00	Automation Services
4277	7/15/15	UniFirst Corporation	148.30	Maintenance Service Contracts
4278	7/15/15	W.B.Mason Co., Inc.	3,092.84	Supplies (Office/Maintenance)
4279	7/15/15	Whiteman, Osterman & Hanna	19,437.32	Legal and Accounting Fees
4280	7/15/15	Wolberg Electrical Supply Company	624.99	Building Repair/Maintenance
4281	7/15/15	Zhigang Qui	15.00	Fines and Fees
4282	7/15/15	AmTrust North America	27,099.00	Insurance- Workers Comp.
4283	7/15/15	ATSCO Products	232.46	Building/Equip. Repair
4284	7/15/15	Chinasa Seyse	84.77	Programming Howe
4285	7/15/15	Honest Weight Food Co-op	25.00	Programming Howe
4286	7/15/15	Main Bros Oil Company	475.44	Van Operation
4287	7/15/15	National Grid	1,112.48	Heat, Light and Power

ALBANY PUBLIC LIBRARY I
Check Register
For the Period From Jun 11, 2015 to Jul 15, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4288	7/15/15	Scholastic, Inc.	250.00	Programming Delaware
4289	7/15/15	Stephanie Anderson	255.00	Travel/Training
Total			296,429.59	

**BOARD OF TRUSTEES
POLICIES AND GOVERNANCE COMMITTEE**

DATE: June 17, 2015, convened 5:30 PM, adjourned 6:45 PM. Washington Avenue branch, local history room.

PRESENT: Donna Dixon, chairperson; Arlene Way, trustee; Tim Smith, trustee; Scott Jarzombek, executive director; Melanie Metzger, assistant director.

Public: No members of the public were present.

TOPIC	DISCUSSION	ACTION
1. Service to Children Policy: Planning for Staff and Community Review and Comment	<p>Pursuant to the discussion of this policy at the Board of Trustees meeting on June 9, the committee met to plan next steps for review and comment.</p> <p>We began by identifying a group of stakeholders to be consulted for input on the policy, which include:</p> <ul style="list-style-type: none"> Albany public schools (psychologists, social workers and administrators to be represented) Faith-based groups, including the Council of Churches and Albany African-American Clergy United for Empowerment) NAACP Urban League (Scott is working with them) Albany Common Council Mayor's Office 	<p>The committee and library leadership agreed upon the following conclusions and action items from this initial meeting:</p> <p>The library could provide more comprehensive service with more staff, i.e., funding, but it is not currently available;</p> <p>The trustees need a better understanding of what is in place to serve children in the libraries now, both operationally and programmatically;</p> <p>Likewise, the trustees would benefit from having a comprehensive view of resources for children available in the community;</p> <p>In preparation for possibly approaching stakeholders for comment and assistance, we need to identify gaps in service, by both the libraries and the community.</p>

	<ul style="list-style-type: none"> • Albany Promise, perhaps Robert Jones and Mark Bob-Simple (note, Mayor Sheehan is a convener and Scott is involved for APL) • Children, Youth, and Families (Melanie approached them and received a positive response) • Albany Police Department Community Engagement (policy level—Brian?) • Governor’s Office (David Graham/Nora Yates) • CANA, to include a representative from each neighborhood as well as the executive council). <p>The discussion included comments on operational procedures and impacts of police involvement if a parent cannot be located by phone for a child considered to be underage by the current policy (not intended as a punitive action but as a positive interaction, and frequently resulting in a home check/wellness visit to a family); alternative “safe place” resources currently available to children; resources and programs already available and offered by the library and how to better expose them; and gaps in the library’s ability to serve unaccompanied younger age children.</p>	<p>Action: the P&G committee, along with other interested trustees, are invited to meet with library staff from all locations, to learn about the resources, practices, and programs now in place, and related challenges. This meeting is set for the Washington Avenue branch, in the Community Room, for Tuesday, July 30, from 5:30 to 7:00 pm.</p> <p>Next steps, at subsequent meetings to be scheduled summer 2015:</p> <p>Identify gaps in service, and resources that would help provide expanded services;</p> <p>Bring in community stakeholders and members (identified to the left), and ask for specific assists for the gaps, be they financial, volunteer-driven, etc. Solicit ideas and input from the community to aid the library leadership and trustees in making recommendations for future policy on this issue.</p>
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**Respectfully submitted,
Donna Dixon**

**BOARD OF TRUSTEES
POLICIES AND GOVERNANCE COMMITTEE**

DATE: June 30, 2015, convened 5:35 PM, adjourned 6:45 PM. Washington Avenue branch, community room.

PRESENT: Donna Dixon, chairperson; Arlene Way, trustee; Tim Smith, trustee; Scott Jarzombek, executive director; Mary Beth Early, head of youth services/Washington; Jedda Ray-Gayle, library clerk/Arbor Hill-West Hill; Lee Ricci, librarian/Bach.

Public: No members of the public were present.

TOPIC	DISCUSSION	ACTION
1. Service to Children Policy: Staff Comment	<p>Pursuant to the discussion of this policy at the previous Policies & Governance meeting on June 17, the committee met to hear from staff representing various branches about current services provided to children at APL, and on their experiences in working with that segment of patrons.</p> <p>Assistant director Melanie Metzger, not able to attend the meeting, provided the attached list of community partnerships to the committee.</p> <p>Each of the branch representatives presented information on services to children 10 and under, and tweens and teens, in the branches, inclusive of and in addition to the summer reading program. Since programming is documented in the program guides, details are not included in this report.</p> <p>The branch representatives shared their experiences and views on the “children 10 and under must be accompanied by a parent or responsible adult” in the library section of the Services to Children Policy:</p> <p>Ms. Ray-Gayle stated that most issues at AW/WH with children under 10 have to do with children running around the library, especially the area close to the adult computers, adjacent to the children’s area. When this is the case, the policy is</p>	<p>The committee and library leadership agreed upon the following conclusions and action items from this meeting.</p> <p>We will convene another meeting in late July/early August to discuss further planning and action on this topic.</p>

	<p>shared with the child, but children 10 and under “don’t really understand rules.” Teens charged with accompanying a child are more focused on being with their friends rather than with the child. She feels that 10 is the right age limit. Staff may miss unaccompanied children because they are focused on other work.</p> <p>Ms. Early stated that she would caution against lowering the age break, and that she sees many young kids with adults at Washington where the adults are not engaged, so there is a safety issue even when adult companions are present. Librarians seeing this go to the adults and ask them to stay engaged with their child. She stated that there are a few 7-9 year olds who are mature enough to be OK for a while, but if they are on their own for 3-4 hours at a time, they get bored and staff feels responsible for them.</p> <p>Mr. Ricci stated that he is not sure that 11 is old enough to be left on one’s own. At Bach, children are almost always accompanied by parents or tutors, and teens do their homework there and leave. There are 3 primary groups of tutors, from Albany Schools, Albany College of Pharmacy, and private tutors.</p> <p>Library staff agreed that the libraries are public buildings, no different from the mall or airport, and the physical layouts in some of the branches pose additional challenges to safety for children and even to older kids.</p> <p>The trustees present also engaged in some brainstorming around expanded services to children that might be provided through community sources. Notes from brainstorming are appended to this report.</p>	
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Respectfully submitted,
Donna Dixon

Brainstorming notes:

The library staff were in agreement that they could provide more services to children of all ages if they had more resources.

Ms. Way suggested that our local colleges that have schools of education, social work, psychology, and nursing may be able to develop programs for students to assist children in the library for credit. There are similar programs in Pima County, Arizona, and Los Angeles County. The NABLA program was mentioned, as was HATAS for adults. Ms. Way stated that she is concerned that as children enter the fourth and fifth grades, they are assigned harder schoolwork, coupled with some of these kids not having parental/adult resources or a safe place in which to work. "What can we do to keep it (the library) safe, but make it accessible to more?" Ms. Way suggested.

UAlbany provides one or two volunteers per semester to work with children in the libraries now, but there is concern about volunteerism not being completely dependable. Other community partnership possibilities suggested by Ms. Dixon and Mr. Smith included Equinox and Big Brothers/Big Sisters, with a goal of providing a pool of responsible, screened adults who could be matched with children who have a need for adult supervision.

APL Location	Organization Name	Nature of Partnership	Commitments/ Actions
	15 Love		
APLB	AAA	Teens and Money - How to buy your first car	
APLP, APLB	ACAP	Storytimes	monthly
	Addictions Care Center of Albany		
APLP, APLB	Albany City School District	School visits, help with problem students	ongoing
	Albany Community Action Partnership		
	Albany County District Attorney		
	Albany Leadership for Girls		
	Albany Medical Center Pediatrics		
APLP, APLB	Albany Medical College	Tutors, Science Saturdays	after school tutoring
	Albany Online		
APLP, APLB, APLM	Albany Pharmacy School	Tutors	after school tutoring
APLB	Albany Police Department	Community officer assist with programs, help with problem patrons	ongoing
	Albany Promise		
	Alpha Pregnancy Care Center		
	Baby Insititute		
	BID (Lark St)		
APLP, APLM	BOCES	ESOL Classes, HSE Exam Prep	4 sessions/week
	Boys and Girls Club		
APLP	Campus Children's Center	Storytimes	monthly
APLW	Campus South Community College	Information/Registration Sessions	monthly
	Capital District Child Care Council		
	Center for Disability Services		
	Chamber of Commerce		
	Child Care Council		
	City of Albany		
ALL	City of Albany Department of Recreation	Stories in the Park	
APLP, APLB	City of Albany Youth and Workforce Development	Summer employment for 2 city kids	
	CMOST		
APLP	College of St Rose	Job training for developmentally disabled students	weekly visits to PH for shelving
APLM	CORE	Mentoring and Job application skills for teens	weekly
APLP, APLB	Cornell Cooperative	Butterfly Gardens. APLB - staff training & program support	Master gardeners maintain 2 gardens
	Crime Victim and Sexual Violence Center		
	DAMG		
APLB	Empire State Aerosciences Museum	Flight Simulators	
	Girls Scouts of Northeastern NY		
	Grassroots Givers		
	Healthy Families Albany County		
	Head Start		
	Heldeberg Music Together		
	Historic Albany		

	Honest Weight Food Cooperative		
APLB	Hudson Valley Community College	Teens and Money - How to pay for college	
	Jewish Community Center		
	Legal Aid Society		
	Literacy New York		
	Literacy Zone		
	March of Dimes Albany		
	Mediation Matters		
	New York Promise		
	Office of General Services		
	Office of New Americans		
	Parsons		
	Planned Parenthood, Upper Hudson Inc.		
	PULSE		
APLP	RIISE	Summer camp programs	
APLB	RPI Women Engineers	Program	
	Sage		
	Schenectady Community College		
	Senior Services		
	Siena		
APLB	SUNY Albany		
	Tech Valley Leadership		
	Trinity		
	TwoTogether		
	United Way		
	Univeristy of Albany	Social Robotics Classes	
APLP	USCRI	Summer camp programs	
	Veterans Affairs		
	WIC		
	WEXT		
APLH	WMHT	Appy Hour programs, educational aps	
	Writers Institute		

Minutes of the Building Committee. June 15, 2015 5:40

Attending: Timothy Smith (Chair), Alison Calacone (Trustee) , Scott Jarzombek (ED), and Ross Farrell from CDTA

Meeting in regards to CDTA's proposal to move the Armory Bus Station to a location that is directly in front of the Washington Ave Branch. A map of the proposed changes was presented showing the bus stop's new location.

The ED hoped that CDTA would work with APL in the design process and offer assistance in redesigning the Washington Ave entrance to the branch.

A concern of pedestrian safety was addressed by CDTA with a mid-block light and crosswalk.

Other concerns included loitering in the entrance while waiting for busses, litter, and the shelter blocking the entrance of the building.

Meeting concluded at 6:20

Tim Smith

**EXECUTIVE DIRECTOR'S REPORT
ALBANY PUBLIC LIBRARY
JULY 2015**

EXECUTIVE SUMMARY

Summer reading is upon us. June is a time of preparation, planning, and promoting our largest annual program. Our staff were out in full force visiting schools and fostering partnerships with City of Albany Department of Recreation, the County DA's office, Albany Promise and other community organizations. Kick off events at our locations were well attended, and everyone is happy with this year's superhero theme.

A committee has been formed to examine the best practice for device lending both in house and outside of the library. The Automation Services Department is also working on wireless printing and public scanners, which will be a part of the copier upgrade. Washington Ave. has a FAX machine again for use by the patrons. After some issues with the Maker Bot 3D printer in the Albany Made maker space, the library bought an additional 3D printer, so the room should be open to the public soon. With the retirement of the UHLS adult services coordinator, APL will be taking over some of her eContent responsibilities until a replacement is hired.

North Albany, Pine Hills, and Bach have all transitioned back to the Dewey system. We haven't heard much public comment, but the staff are extremely happy as it makes retrieving and shelving material much easier. We hope to have that project done by the end of the year, if not sooner. The library will be welcoming two new board members this July, and the Executive Committee and administration created a new onboarding process that we feel was successful. The library administration and CDTA have met several times to talk about the possible impact that the new Lark and Washington bus stop may have on the Washington Ave. Branch.

The Washington Ave. Community Room is now available for public booking and has become extremely popular. We are working on a procedure for after-hours meetings at Washington Ave. that will take effect in the fall after the hours change. There has been a renewed interest from the public about Channel Albany and library administration has met with several concerned members of the public as well as representatives from City Hall.

The majority of the damage caused by this year's record-breaking winter have been successfully repaired. Landscaping around our buildings needed a little extra care. The facilities manager and administration are working on camouflaging equipment to enhance the appeal of the buildings. The back desk was closed at Washington Ave. We are working to make it a closed-in space that will serve as the security/community engagement clerk desk/station. We are also working on a new camera system for the building which will include constant video monitoring of the back entrance and the circulation desk. Some of this work cannot continue until we get the findings on our most recent asbestos testing. We had a severe failure of the HVAC system at Bach, but the system should be repaired by the time of this report.

The APL Foundation is in the process of being audited. The audit has brought up several important issues that the board is working on, including a budget for this and next year. The Foundation is also considering creating and funding "merchandise" for the library and expanding future art shows. After the audit, the Foundation should have a workplace giving program in place. The Friends of APL and administration are looking into ways of fostering and organizing volunteering at the library through their

membership. The Friends presented a \$3,500 for their annual sponsorship of the Summer Reading program. They are also working on a Dec. 3 event at the Book House.

SERVICES

ARBOR HILL/WEST HILL BRANCH

Adult Services

- The reference desk has seen a spike in computer-related job application questions this month. Patrons find the process challenging and require guidance when navigating the various sites.
- A branch staffer is a member of the newly formed Sierra Process Group, the library-wide planning and process group for dealing with issues and logistics of the migration to the library's new catalog.

Youth Services

- Summer reading kickoff party was well attended and involved creating a domino chain made of books.
- Kindergarten Story Time has become consistently busier with the participation of our neighboring daycare "Creative Kidz Zone." Peer counselors bring the group over right after snack time, so the kids are ready to go!

BACH

Adult Services

- The new fiction book group is well established and attracting new members.
- Nonfiction has changed back to Dewey. Little public comment, but staff is happy as finding and shelving books is much easier.

Youth Services

- Lots of preparation and planning for summer reading program this month.
- The vegetable and herb gardens planted in conjunction with the Cornell Cooperative Extension about container gardening which resulted in five large pots of vegetables and herbs are thriving in the back garden. The children who planted the containers show up regularly to water the plants.
- Wednesday evening bedtime story times have seen an increase in attendance as the weather improves and more families walk to the library and gather up neighbors along the way.
- The impact of librarian visits to schools is visible with lots of kids coming into the library and saying, "Hey, you visited my school" and chatting with the librarian.

DELAWARE

Youth Services

- Branch librarian visited classrooms at Hackett Middle School to publicize summer reading, book-talked titles for students' summer assignment, and do in-depth Q&A's on library behavior and policies. The effect of these visits was immediate with students visiting after school to sign up for SRP, check the status of their MyCards and to sign up for new MyCards. Several students who typically cause issues in the branch began self-regulating their behavior and that of their friends by quieting their peers and watching their language. This reinforces the importance of our partnerships with the schools.
- The youth services librarian visited TOAST and Delaware Community School to promote the library and SRP.

HOWE

Adult Services

- One-on-one Computer Assistance class is on break for the summer, but the Sew! What? class is full for every session and continues throughout the summer.

Youth Services

- Branch librarian dressed up as "Super Librarian" and visited almost 500 students at Giffen Memorial Elementary School to promote the hero-themed Summer Reading Program.
- First graders from Giffen visited the library to get a tour of the children's room, get a sneak peek of what SRP was all about.
- SRP kick-off "heroes and villains" party saw a number of kids enjoy ice cream and sign up for the program.

NORTH ALBANY

Adult Services

- North Albany went through an organizing spree this month, organizing the branch's public areas and staff work spaces

Youth Services

- North Albany has started daily youth programming, which has grown a loyal following among the teens and kids who frequent the branch and YMCA. Programming includes Lego Club, Crafternoons Club, Board Game Club, and almost daily Art-on-a-Cart
- Two APL staff members visited North Albany Academy to two assemblies about Summer Reading Program.

PINE HILLS

Adult Services

Youth Services

- Hosted a focus group recently as part of the PROPEL grant where UHLS facilitated the conversation with the parents while the youth services librarians stayed with the participants' children.
- Planned SRP programs, which will be held Tuesdays and Thursdays. Branch also started Goodnight Story Time and Afternoon Story Time in June as a "soft opening" for our additional summer reading story times.

WASHINGTON AVE.

Adult Services

- After researching new 3D printers for the Albany Made Creative Lab, the Albany Made committee selected the well-reviewed Lulzbot Mini. Albany Made should open to the public in July.
- Circulation clerks are preparing for a pop-up DVD sale to sell discarded library DVDs outside the library during lunch hours. All DVDs are \$1.00, and the sales will be announced by Twitter.

Youth Services

- Two dozen youngsters enjoyed stories around a "campfire," a scavenger hunt, s'mores, and relaxing in tents pitched in the Community Room at the 1st Saturday for Families program.
- YS staff presented to Macy's/Colonie Center staff to kick off their "Be Book Smart" campaign, which runs June 21-July 12. In conjunction with Reading is Fundamental (RIF), this partnership funds APL's purchase of hundreds of books to give out as prizes during outreach, in library programs, etc.

OPERATIONS

AUTOMATION

- Photocopier replacement research and evaluation process
- Interviewed technology support specialist candidates
- Installed Fax24 machine at Washington Ave.
- Relocated security gate at Washington Ave.
- Phone and data system infrastructure upgrades at most sites completed
- SAM 10 implementation at Delaware Branch
- SAM 10 staff training
- Boopsie app updates for Sierra
- Back-end set up and configuration for coming upgrades
- Online technical training set up for IT staff

COMMUNITY ENGAGEMENT

- APL provided story time to ACAP and Head Start programs
- Youth services librarians were able to do SRP school visits at almost every CSDA location
- Price chopper donated \$2,000 in gift cards to support SummerFest and Halloween parties
- Stewarts donated 1,500 ice cream cone coupons for summer reading prizes
- APL is partnered with the Albany County District Attorney's office for summer programs
- APL tabled at several summer youth program fairs
- APL tabled at the Juneteenth celebration in Washington park
- APL was represented in the PRIDE parade
- APL tabled at an Albany Promise resource fair at Giffen Elementary School
- Summer reading launched on June 27 with kick-off parties at all locations
- APL will be partnering with summer school literacy teachers by providing summer reading materials and books for use in the summer classrooms
- The stories and art in the park program launched in Washington Park with about 52 kids and 10 parents/caregivers enjoying the outdoor story time collaboration with Albany Department of Recreation and Albany Barn. Program continues moves around to different city parks on Monday mornings through Aug. 3.
- Volunteers: Total 19 volunteers with 155 service hours
 - Arbor Hill/West Hill: 1 volunteer, 2 service hours
 - Bach: 4 volunteers, 50 service hours
 - Delaware: 3 volunteers, 22 service hours
 - Howe: 1 volunteer, 6 service hours
 - North Albany: 2 volunteers, 10 service hours
 - Pine Hills: 3 volunteers, 40 service hours
 - Washington Avenue: 5 volunteers, 25 service hours

COLLECTION MANAGEMENT

- We are experiencing a delay in getting paper invoices mailed from Baker & Taylor since starting EDIFACT ordering through Sierra, but we have a temporary work-around in place.
- Conversion to Dewey was completed for the Bach branch in June, and Delaware should be done by the end of July.

- Assisting staff at several branches to export reports on their collections, including circulation (total, last year and YTD) and the home locations of current borrowers.
- Continuing to update procedures for CMS staff for all aspects of item entry and cataloging in Sierra.
- Looking for temporary librarian to cover a maternity leave (August to January).
- CollectionHQ has been working with me and Joe Thornton to re-implement our data with the new Sierra location codes.

FACILITIES

- Building maintenance and repairs (including HVAC repair at Bach, window painting at Howe, and landscaping at all branches)
- Working on permanent setup for new back desk area at Washington Ave. (including video cameras, new walls and access for staff only)
- Waiting on results of asbestos testing at Washington Ave. to complete several projects
- Continuing planning and prep work for Clinton Street property
- Getting Delaware Branch prepped for SummerFest at Delaware, which also calls for all maintenance staff to work that event

FINANCE

Completed first pass RFPs for auditing and legal services. These documents are being reviewed internally and then will be sent to the Finance Committee and the Executive Committee, as well as to counsel. The plan is to get the RFPs out in the August/September timeframe, with review by committees in October, and final selection at the November Board meeting.

HUMAN RESOURCES

- One temp library clerk resigned from central branches
- Library clerk from east branches resigned to take temp library assistant position at central branches (summer programming)
- Hired one temp library assistant each for west branches and east branches (summer programming)
- Hired one temp library clerk for west branches
- Promoted one library clerk from part-time to full-time at west branches
- Hired one part-time library clerk from temp position at east branches
- Hired one part-time library clerk for central branches and one for east branches

Training: 5 staff members complete 43 hours of training in June (ALA annual conference, supervisor, ILL, Affordable Care Act, money matters)

PUBLIC RELATIONS

Media Relations: News coverage of ULHS award, Delaware trolley tree sculpture, Friends of APL SRP donation, and bullet aid.

Publications: Created branch-specific calendars for SRP activities, as well as other supporting materials. Published eNotes twice monthly. Distributed July/August program guide and SRP guide and started September/October guide.

Social Media: Consistent growth patterns with 1 percent increase in both Facebook and Twitter and 4 percent increase for Instagram. Largest Facebook included executive director's TU blog about eLibrarian, announcement of IT position, "are you taller than a superhero" photo, and "Summertime Reading"

music video. Notable Twitter engagement included staff/trustee selfie at UHLS dinner, APL in PRIDE parade, and inter-library softball game.

Website: Created and posted section for SRP including “Summertime Reading” video (group project with Youth Services and Adult Services at Washington Ave.). June page statistics:

- Page views: 61,531
- Home page: 43,837
- Locations page: 7,133
- Use the library page: 2,745
- Books & more page: 1,559
- eLibrary page: 1,334

INCIDENT REPORTS & COMMENT CARDS

Incident Reports: 40 total incidents: 22 adult, 18 youth, 8 police/EMTs called, 6 violent in nature (throwing/knocking over items, threatening staff or patrons). Most incidents were adults sleeping or using banned items, and youth acting overly rowdy.

- 31 at Washington Ave.
- 3 at Howe
- 2 at Delaware
- 1 at North Albany
- 1 at Arbor Hill/West Hill
- 1 at Pine Hills
- 1 at Bach

Comment Cards: 30 total comment cards with 3 positive comments for AH/WH and 2 for Delaware, and one negative comment each for Washington, Howe, Delaware, and Bach. Also, 5 suggested titles, 10 general suggestions, and 2 online suggestions. 4 comments received responses.

Website Contacts: 59 newsletter signups, 38 library card applications, 5 interlibrary loan requests, 73 contact form entries.

DIRECTOR'S CALENDAR

6/1 UHLS New Directors Group
6/2 Urban League
6/2 Refugee Art Show at City Hall
6/3 City Hall- Broad Band Initiative
6/3 CDTA- Bus Stop
6/5 UHLS Directors Association
6/8 Albany County DA
6/8 Two Together
6/10 National Business System
6/10 Saile Group Exec. Coaching
6/10 UHLS Awards Dinner
6/11 NBLCA Legislative Briefing Breakfast
6/11 NYS Broadband Summit
6/12 UHLS Central Library Committee
6/17 City Hall- Broad Band Initiative
6/19 Pine Hills School Visit Ms. Fero's Class
6/24 Macys
6/24 Albany County DA Press Conference

6/24 UHLS Adult Services Presentations
6/24 Chamber of Commerce Forum with Albany Mayor Kathy Sheehan
6/25 Saile Group Exec. Coaching
6/26 Dept. of Recreation and Mayor Press Conference
6/29 Stories and Art in the Park
6/30 Capital District YMCA



Implementation and Status of ED Performance Goals

Updated: **July of 2015**

Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity			
Foundation	Planned	Implemented	Completed
• Help with the planning of key Foundation events.	6/14	6/14	Ongoing
• Include a Foundation update in the monthly director's report.	6/15	7/15	Ongoing
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Friends	Planned	Implemented	Completed
• Reengage the Friends to do additional fundraising.	7/14	8/14	Ongoing
• Include a Friends update in the monthly director's report.	6/15	7/15	Ongoing
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Grants	Planned	Implemented	Completed
• 2015 Bullet Aid	5/15	5/15	6/15
• SPARKS Grant	2/15	2/15	
• 2015 DLD Grant	7/15		
• 2015 Best Buy Grant	6/15		
Outside Revenue Sources	Planned	Implemented	Completed
• CDTA bus pass program	8/14		

Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff changes to the Board of Trustees.			
Develop Staff Survey	Planned	Implemented	Completed
• Work with HR Dept. to identify outside agency for staff survey	9/14	9/14	9/14
• Create staff survey to be distributed to staff	11/14	11/14	9/14
• Distribute survey	12/14	1/15	2/15
• Analyze data	12/14	3/15	3/15
• Decision on how often survey will be done	12/14	3/15	5/15
• Identify organizational changes to address concerns of survey.	4/15	4/15	5/15
• Implement changes to address concern of survey	5/15	6/15	Ongoing
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
• This is now a part of the director's report submitted to the board on a monthly basis.	6/14	8/14	9/14
Off Boarding Process	Planned	Implemented	Completed
• Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	2/15	5/15	Ongoing

Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
• Create staff census	8/14	9/14	Ongoing
• HR work with EOM to accurately report staff ethnicity	9/14	9/14	Ongoing
Civil Service	Planned	Implemented	Completed

<ul style="list-style-type: none"> Work with Municipal Civil Service on residency points or requirements for several positions Work with Municipal Civil Service to change the nature of the clerk exam. 	7/14 6/14	1/15 6/15	Ongoing Ongoing
Outreach	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create plan with Outreach Coordinator to reach out to organizations for purpose of educating members of the community about job opportunities. 	10/14	11/14	ongoing
CDTA	Planned	Implemented	Completed
<ul style="list-style-type: none"> Universal access program for library employees 	9/14		

Execute the Strategic Plan while developing a strong process to measure outcomes.			
Director's Report	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop new version of director's report that includes statistical analysis Reassign a position in CMS to collect and distribute statistical data 	6/14 8/14	8/14 10/14	Ongoing Ongoing
Reorganization	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create service areas, and additional head of branch services, to oversee operation and budget of branches. Create leadership team whose job is to examine and make decisions based on the strategic plan 	8/14 9/14	8/14 9/14	8/14 9/14
Orange Boy dashboard implementation	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create dashboard Launch multi-level dashboard Training for leadership on dashboard 	10/14 12/14 1/15	12/14 2/15 3/15	3/15 3/15 3/15

Develop and implement a Quality Management Program to include a process for evaluating and improving process efficiency.			
Budget	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create and approve Budget Modification Policy Develop system of budget reporting by quarter Assign budget responsibility to Branch Managers for their Service Area 	12/14 12/14 12/14	12/14 1/15 12/14	12/14 Ongoing Ongoing

Establish a process for employee development.			
Continuing Education Tracking	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create tracking mechanism for staff development hours 	9/14	9/14	Ongoing

Develop an integrated approach to civility and safety in the workplace.			
Incident Reports	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop written procedure for incident reports Change security model 	12/14 1/15	12/14	12/14

*Please note that this is a working document and there will be additions. These are only the action that have been planned, implemented or completed.

Policy Master List

Updated 7/10/15

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		July 2014	July 2016	Safety Cmt.
First Aid	X		X		July 2014	July 2016	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		July 2014	July 2016	Safety Cmt.
Hazard Communications Standard	X			June 2015			To Be Created (Federal Changes)
Emergency Action Plan for Each Building		X		Jan. 2015			Safety Cmt. – Have a few modifications (Meeting end of May)
Employee Safety	X		X		Mar. 2015	Mar. 2017	Safety Cmt.
Workplace Violence Prevention and Incident Reporting	X		X		May 2015	May 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2014	April 2016	Web Devel. Cmt.
Website Privacy	X		X		April 2014	April 2016	Web Devel. Cmt.
Main Library Closing		X	X		Jan. 2014	Jan 2015	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X					Public Serv. Cmt. – On hold until new ILS
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
Children's Card		X	X		June 2014		Public Serv. Cmt.
Banning Re-Entry		X	X		Oct. 2013	Oct. 2015	Safety Cmt.
Wireless Use	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Tutoring	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Internet Use	X		X		April 2014	April 2016	IT Dept.
Meeting Room Use	X		X		Jan. 2010	May 2016	Public Serv. Cmt.
Materials Selection	X		X		Mar. 205	Mar. 2017	CMS

Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2014	June 2016	Safety Cmt.
Art Exhibition	X		X		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2014	Oct. 2016	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		June 2015	June 2017	HR
Confidentiality of Records	X		X		May 2015	May 2017	Web Devel. Cmt.
Service to Children	X		X		June 2015	August 2015	Board Vote and Comm. Discussion
Group Visit Policy	X		X		June 2015	July 2017	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2015	Mar. 2017	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Oct. 2013	Oct. 2015	HR
Travel Reimbursement (policy and form)	X		X		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Conflict of Interest	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Investment	X		X		Oct. 2009	May 2015	Legal – Finance (need to review)
EEO / Anti-Discrimination / Anti-Harassment	X		X		June 2015	June 2017	HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2014	Feb. 2016	Board
Fund Balance	X		X		Oct. 2013	Oct. 2015	Board
Reserve Fund	X		X		Nov. 2014	Nov. 2016	Board Finance

Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board
Dissemination of Library Information	X		X		June 2015	June 2017	Board
Evaluation of Board of Trustees Operational Procedures		X	X		June 2015	June 2017	Board
Community Relations Goals		X	X		June 2015	June 2017	Board
Evaluation of the Executive Director	X		X		June 2015	June 2017	Board

BOARD OF TRUSTEES MEETING EVALUATION: JUNE 2015

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The board packet contained useful information in a form that helped trustees understand the issues.	7	1			
2. All trustees came to the meeting fully prepared.	2	6	1		
3. The agenda focused on important issues.	4	4			
4. Trustees had ample opportunity to ask questions and express their opinions.	6	1	1	1	
5. The board meeting was efficient and effective.	4	4	1		

6. What did you like best about the meeting?

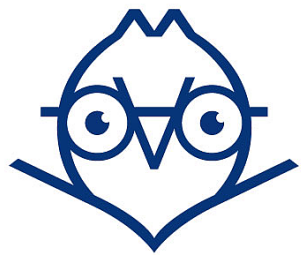
- Opportunity to discuss and debate significant concerns
- Serious discussion and crisp procedure
- Candor about the issues and Trustees' positions on same, as well as library leadership input.
- Keeping to the agenda
- Commitment to the library.
- Open discussion about the 10+ policy
- Vibrant discussion about important issues
- Trustee engagement and robust discussion on Children's Services policy.
- Discussions and public comment (when we get it)
- The Board members and the clear agenda

7. What did you like least about the meeting?

- I understand and appreciate the need to keep the meeting on time but the contentious issue at this meeting could have had more time devoted to it. But it was a positive outcome!
- When some members went off topic.
- That we seemed to run in circles trying to agree on a resolution.
- Sometimes got bogged down in details.
- When people spring questions of the Director that could have been addressed before hand.
- That there wasn't coffee or water available.

8. What suggestions do you have for how the meeting could be improved?

- None- Good meeting/promise
- The Strategic Plan should drive the agenda. The Board should take more responsibility for execution of the plan.
- An attendance policy for board members
- Get more community involvement
- Be mindful of cutting off members and/or ending discussions in consideration of staying within established parameters. (Sometimes long discussions are necessary)



Strategic Plan Goals - July 2015

By 2015/16, increase by 25% the number of children (birth to age 18) attending library-sponsored programs.

Comparing January to June for both 2014 and 2015 we increased youth centered programming by 22% and youth participation in these programs by 29%



Youth



Materials & Programs

By 2015/16, 80% of library users report that access to library materials meets their needs.

88% of users in the recent survey stated that they were Satisfied to Very Satisfied in APL services.

By 2015/16, the library creates a new brand position and strategy.

In April, we rolled out our new website with updated logo and a refresh of branding initiatives including the blog and staff picks sections.



Brand Development

There are 3 goals that have not been achieved as of yet, simply because we don't have the methods in place at the moment to measure them. They are 60% of customers gained digital literacy or workforce skills through computing classes, 80% of customers have a high level of satisfaction with financial literacy sessions and 75% of programs generate a positive ROI.

BOARD OF TRUSTEES 2015 COMMITTEE ASSIGNMENTS

Executive Committee

Mary-Ellen Piché , President Andrew Bechard, Vice President for Finance	Dan Curtis, Vice President Arlene Way, Secretary
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Finance Committee

Andrew Bechard , Chair	Alison Calacone	Dan Curtis	Michael Neppl
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Policy & Governance Committee

Donna Dixon , Chair	Tim Smith	Arlene Way	Michael Neppl
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Personnel Committee

Mary-Ellen Piché , Chair	Michael Neppl	Dan Curtis
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Facilities/Construction Committee

Tim Smith , Chair	Andrew Bechard	Elissa Kane	Alison Calacone
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Nominating Committee

Arlene Way , Chair	Donna Dixon	Elissa Kane
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Art

Tim Smith	Donna Dixon	Consultant
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Foundation

Mary-Ellen Piché	Andrew Bechard
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UHLS

Alison Calacone?