

## APPROVED 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 patrons 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 was attending the meeting for a school assignment. He stated that 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