

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library May 12, 2015 Howe Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Timothy Smith, John Davis, Alison Calacone

ABSENT: Daniel Curtis (vice president), Donna Dixon

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 5:31 pm.

ADOPTION OF AGENDA: Davis made a motion, seconded by Smith, to move Unfinished Business to immediately following the Treasurer's Report and 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 April 14, 2015 regular meeting. Patterson made a motion, seconded by Davis, 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 March 31, 2015) will be filed. The updated check register (covering April 16 through May 13, 2015) was reviewed by the trustees. Patterson made a motion, seconded by Davis, to accept the updated check register and approve it for payment. The motion was approved unanimously.

UNFINISHED BUSINESS:

MOU with Delaware Avenue Merchants Group: The trustees discussed a proposed change to the draft MOU regarding the sale and installation of bricks near the trolley tree statue at the Delaware Branch. Davis made a motion, seconded by Smith, to strike clause 10 from the MOU. The motion was approved unanimously.

Staff Survey Results: Metzger reviewed the staff survey results and proposed action plan with the board.

Board of Trustees Survey Results: Piché briefly reviewed the board self-assessment results and then the trustees suggested actions via a group activity. Piché will compile the suggestions and report back to the board with a draft action plan.

Washington Ave. Branch Entrance Project: Jarzombek commented that a bench, which was partially blocking the book drop along the front of the building, was removed. The sidewalk entryway will be renovated to improve access into the building for people of all mobility levels.

POLICY AND GOVERNANCE COMMITTEE REPORT: The trustees briefly discussed the Service to Children Policy, and agreed to table a discussion of proposed changes until further research is done by staff.

UHLS REPORT: Calacone briefly noted that the organization's annual meeting is June 10.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also fielded questions from the trustees about Albany Freenet, Play and Grow, and weekend story times.

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

Workplace Violence Policy: Davis made a motion, seconded by Smith, to approve the corrected policy upon its biannual review. The motion was approved unanimously.

Art Exhibition Policy: No changes were made to the policy. Davis made a motion, seconded by Patterson, to approve the policy upon its biannual review. The motion was approved unanimously.

Privacy and Confidentiality Policy: Davis made a motion, seconded by Smith, to approve the corrected policy upon its biannual review. The motion was approved unanimously.

Travel Reimbursement Policy: Smith made a motion, seconded by Davis, to approve the amended policy upon its biannual review. The motion was approved unanimously.

Purchasing Policy: Smith made a motion, seconded by Way, to approve the amended policy upon its biannual review. The motion was approved unanimously.

Service to Children Policy: This item was tabled for further research and discussion.

Donation Form: The trustees discussed donation levels and gift acknowledgements in response to a request the library received. Metzger will discuss the possible gift with the original requestor. Piché noted that since gift levels and acknowledgements are the purview of the library's Foundation, these issues will be forwarded to them for discussion and decision.

NEW BUSINESS: There was no new business.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: Smith made a motion, seconded by Davis, to adjourn. The motion was approved unanimously and the meeting was adjourned at 6:40 pm.

NEXT MEETING: Tuesday, June 9 – North Albany Branch at 5:30 pm