

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library January 14, 2014 Main Library

TRUSTEES IN ATTENDANCE: Holly McKenna (president), Mary-Ellen Piché (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Donna Dixon, Timothy Smith, Dan Curtis, John Davis

ALSO IN ATTENDANCE: Carol Nersinger (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Christopher Sagaas (head of reference services), Jahmal Simms (public computing services manager), Shawn Duhaney (volunteer coordinator), Robert Schofield (counsel)

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

ADOPTION OF AGENDA: Piché made a motion, seconded by Smith, to approve the agenda provided in the pre-meeting packet. The agenda was adopted unanimously.

PUBLIC COMMENT: There were no public comments.

MINUTES: The board considered the draft minutes from the Dec. 10, 2013 regular meeting. Piché noted several action items to be added to the Personnel Committee report section of the minutes. Curtis made a motion, seconded by Smith, to approve the amended minutes. The motion was approved unanimously.

INTRODUCTION OF VISTA FELLOWS JAHMAL SIMMS AND SHAWN DUHANEY: Sagaas introduced APL's newest VISTA fellows to the trustees. Both recent University at Albany graduates, Jahmal Simms is public computer services manager and Shawn Duhaney is volunteer coordinator. Their VISTA fellowships at the library will last for one year.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Nov. 30, 2013) will be filed. The check register (covering Dec. 12, 2013 through Jan. 15, 2014) was reviewed and discussed by the trustees. Curtis made a motion, seconded by Piché, to accept the check register. The motion was approved unanimously.

UHLS REPORT: Curtis reported that the Upper Hudson Library System recently approved allocation of additional resources to several member libraries through the NYS Construction Grant. UHLS is in the process of setting a date for the annual meeting, to which all trustees will be invited.

DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Nersinger also briefly discussed: ongoing and upcoming Main Library facilities projects including painting, carpeting, office moves, window and lighting replacement; new staff appointments; partnership with CNSE CMOST for after-school programming; and several facility problems due to cold snap last

week. The board also discussed the policy and procedure task grid and agreed to add it to the agenda for monthly review.

UNFINISHED BUSINESS:

Fine Limit: Metzger discussed a proposal to increase the library's fine limit from \$2 to \$10. This is the limit at which customers can no longer borrow items, renew materials, or place items on hold. The current \$2 limit is on the low end and it takes very little time for overdue fees to accrue to the point where patrons are blocked from borrowing materials. The higher \$10 limit would give customers more time to pay off late fines while still being able to borrow items. The trustees talked about the merits of the proposed plan, including how it may impact fine collection, revenue, a new youth card, and analysis methods.

Piché made a motion, seconded by Dan, to approve raising the fine limit to \$10 and have staff conduct an analysis on the impact of this change every 90 days for a year after implementation. The motion was approved unanimously. Staff will make the necessary arrangements to have the new fine limit start on Feb. 1, 2014.

NEW BUSINESS:

2014 Contract for Legal Service from WOH: Schofield and the trustees discussed the proposed contract with Whiteman Osterman & Hanna for 2014 legal services that has a retainer of \$25,000. Curtis made a motion, seconded by Smith, to approve the 2014 legal services contract with WOH. The motion was approved unanimously.

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT: The meeting was adjourned at 6:42 pm.

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