

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library April 14, 2015 Delaware Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Daniel Curtis (vice president), Andrew Bechard (vice president for finance), Esther Patterson, Timothy Smith, Donna Dixon, John Davis, Alison Calacone

ABSENT: Arlene Way (secretary)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Alan Walther (Bonadio Group)

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

ADOPTION OF AGENDA: Piché made a motion, seconded by Curtis, to add a verbal report from the Nominating Committee and approve the amended agenda. The motion was approved unanimously.

PUBLIC COMMENT: P.K. Miller spoke in favor of the recent changes to the Washington Ave. Branch, and asked the board to consider adding a unisex/handicapped-accessible restroom, enhanced audio system in the auditorium, and relaxed dress code for staff.

AUDIT PRESENTATION: Walther, of the Bonadio Group, presented a report of the 2014 library audit during which the company reviewed APL's financial statements and provided an opinion about them. The firm gave the library an unqualified opinion, which is the highest statement an auditor can give for an audit, indicating the records and statements are accurate and fairly and appropriately presented according to generally accepted accounting principles. Patterson made a motion, seconded by Curtis, to accept the 2014 audit report from Bonadio. The motion was approved unanimously.

MINUTES: The board considered the draft minutes from the March 10, 2015 regular meeting and made one correction. Davis made a motion, seconded by Patterson, to approve the amended minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Feb. 28, 2015) will be filed. The updated check register (covering March 12 through April 15, 2015) was reviewed by the trustees. Curtis made a motion, seconded by Dixon, to accept the updated check register and approve it for payment. The motion was approved unanimously.

FACILITIES COMMITTEE REPORT: The report was reviewed at the meeting and the trustees discussed the following projects: property on Clinton Street adjacent to Howe Branch,

renovation of front entrance to Washington Ave. Branch, and change to back desk area at Washington Ave. The first two project are still in the discussion phase. Due to safety and staffing concerns, the committee is recommending the following changes to the entrance off the parking lot and circulation desk on the basement level at Washington Avenue: remove staff from the back desk, add security camera monitoring, close off the back stairwell except in case of emergencies, and require elevator-only access to the upper floors. Smith made a motion, seconded by Curtis, to make the suggested changes to the back desk and stairwell at the Washington Ave. Branch. The motion was approved by a vote of 6-0-1 (with Patterson abstaining).

NOMINATING COMMITTEE REPORT: Patterson briefly discussed a trustee candidate information session held the previous Saturday.

UHLS REPORT: Calacone briefly reported on the system's most recent board meeting. Curtis encouraged staff and trustees to attend the UHLS annual meeting on June 10.

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

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also briefly discussed a decrease in incident reports.

UNFINISHED BUSINESS:

Proposed Hours Changes: The trustees briefly discussed the hours changes that were proposed at the March meeting. Smith made a motion, seconded by Davis, to adjust open hours at all branches according to the plan devised by the executive director starting on Sept. 1, 2015. The motion was approved unanimously.

MOU with Delaware Avenue Merchants Group: The board members briefly discussed the proposed memorandum of understanding regarding the sale of commemorative bricks for the trolley statue walkway at the Delaware Branch. Davis made a motion, seconded by Smith, to approve the trolley statue brick MOU with the Delaware Avenue Merchants Group. The motion was approved unanimously.

Board of Trustees Meeting Schedule Changes: The board devised new meeting locations for trustee meetings from June through December this year. Calacone made a motion, seconded by Patterson, to approve the meeting location changes. The motion was approved unanimously.

Staff Survey Results: The trustees reviewed the results of the staff survey and discussed several components. Piché noted that the board wants administration to prepare a plan for addressing the concerns highlighted in the report. Jarzombek will report back to the board at the next meeting.

NEW BUSINESS:

User Satisfaction Survey: Jarzombek reviewed the user satisfaction survey report. He and the leaders are working through the findings and developing strategies to address them. Piché requested a condensed version of the report be posted on the library's website.

Request for Memorial Plaque: The trustees briefly discussed a proposed form that would be used when people want to donate money to the library. The form was drafted in response to a patron request to place a memorial plaque at one of the branches. Piché asked that a Donation Policy be drafted and submitted to the Policy and Governance Committee for review before it is presented to the full board.

PUBLIC COMMENT: Stephen Winters commented on the user survey, need for outdoor benches at Howe Branch, and more transparency in programming metrics. Jeff Cannell thanked the trustees for their service and recognized Jarzombek's participation in a Regents panel discussion about public libraries.

ADJOURNMENT: Patterson made a motion, seconded by Dixon, to adjourn. The motion was approved unanimously and the meeting was adjourned at 7:17 pm.

NEXT MEETING: Tuesday, May 12 – Howe Branch at 5:30 pm