

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library March 10, 2015 Arbor Hill/West Hill Branch

TRUSTEES IN ATTENDANCE: Daniel Curtis (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Timothy Smith, Donna Dixon, John Davis, Alison Calacone

ABSENT: Mary-Ellen Piché (president), Esther Patterson

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Curtis at 5:38 pm

ADOPTION OF AGENDA: Dixon made a motion, seconded by Smith, to move the public comment period after the director's report and approve the amended agenda. The motion was approved unanimously.

MINUTES: The board considered the draft minutes from the Feb. 10, 2015 regular meeting. Davis made a motion, seconded by Smith, 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 Dec. 31, 2014) will be filed. The updated check register (covering Feb. 12 through March 11, 2015) was reviewed by the trustees. Calacone made a motion, seconded by Davis, to accept the updated check register and approve it for payment. The motion was approved unanimously.

POLICY AND GOVERNANCE COMMITTEE REPORT: The report was reviewed at the meeting.

UHLS REPORT: Calacone noted: the system's library catalog system goes live on March 31, UHLS is planning a service satisfaction survey for member directors and boards, and the annual meeting is in June.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also discussed book circulation, an ongoing project to bring Dewey back to the branches, and Savannah analytics dashboard.

PUBLIC COMMENT: Frank Commisso Jr., director of municipal affairs for the Albany County comptroller, spoke to the trustees about the library participating in the county-wide Government Efficiency Plan. This plan allows taxpayers to receive a property tax credit/rebate for a small percentage of the taxes levied by local governments and special districts, such as the library, in 2015.

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

Public Access to Library Information and Records Policy Update: The trustees discussed minor changes to the existing policy. Davis made a motion, seconded by Calacone, to approve the updated Public Access to Library Information and Records Policy. The motion was approved unanimously.

Public Comment at Board Meetings Policy Update: The board briefly reviewed one minor change to the existing policy. Davis made a motion, seconded by Smith, to approve the updated Public Comment at Board Meetings Policy. The motion was approved unanimously.

Employee Safety Policy Update: Minor updates to the policy were briefly reviewed. Smith made a motion, seconded by Davis, to approve the revised Employee Safety Policy. The motion was approved unanimously.

Materials Selection Policy Update: Minor revisions to the policy were briefly reviewed by the board. Curtis made a motion, seconded by Davis, to approve the updated Materials Selection Policy. The motion was approved unanimously.

UNFINISHED BUSINESS:

Proposed Hours Changes: Jarzombek presented a tentative schedule change for the hours that each branch is open to the public. The plan would allow “sister” branches in the three service areas to have complementary hours, such as if one location is closed in the morning, the other will be open. The goal is to give staff more time to interact with and serve the public, which can be accomplished by conducting back-office functions while the buildings are closed. By making minor adjustments at all branches, the proposed plan would add a total of six hours to the system. The hours plan would have no impact on the budget. The board will consider the proposal and vote on it at the April meeting.

MOU with Delaware Ave. Merchants Group: Jarzombek and Schofield will draft a memorandum of understanding regarding the sale of bricks for the trolley statue at the Delaware Branch.

NEW BUSINESS:

Tax Cap Override: Scofield informed the board that the NYS Office of the Comptroller recommends that all municipalities pass a resolution overriding the tax cap limit because of the nature of the complex law and formula. He noted that the board has no intention of going over the tax cap. Bechard made a motion, seconded by Curtis, to approve the tax cap override. The motion was approved unanimously.

2016 Proposed Budget: The board’s Finance Committee recommended approval of the library’s proposed 2016 budget, a spending plan that is an increase of 1.6 percent over the current year. This is the first increase since the 2013 budget. The proposed 2016 total library tax levy is \$8,420,686, with \$1,853,313 for the Branch Improvement Plan

and \$6,567,373 for library operations. Bechard made a motion, seconded by Davis, to approve the 2016 budget. The motion was approved unanimously.

2016 Tax Levy: The trustees briefly discussed the proposed 2016 operating tax levy of \$6,567,373, which will be voted on by registered voters in the city of Albany on May 19. Bechard made a motion, seconded by Dixon, to approve the resolution submitting the annual operating tax levy to voters under the requirements of Sections 259 and 260 of the Education Law. The motion was approved unanimously.

Trustee Vacancies: The trustee seats currently held by Davis and Patterson are up for election this May. Schofield shared the election notice resolution with the board that includes information about the candidate election: the two candidates who receive the highest total number of votes cast in their favor will each fill a five-year term ending in 2020, nominating petitions for election must be filed with the city school district clerk on or before 5 pm on April 20, and the election will be held (in conjunction with the school district vote) on May 19. Calacone made a motion, seconded by Davis, to approve the election notice resolution. The motion was approved unanimously.

Nominating Petition/Instruction to Candidates: The trustees briefly reviewed the nominating petition and instruction to trustee candidates, both of which will be available online and in all APL branches starting March 23.

North Albany Update: The trustees briefly discussed the possibility of hosting board meetings at this branch and directed the administration to re-do the schedule to include North Albany as a meeting location. Jarzombek also discussed recent discussions with YMCA leadership indicating that the organization would like to move the library branch to a different, and much smaller, space in the facility. He noted that this topic is an ongoing discussion item and would require public input before any decision is made.

Letter from Albany County: This topic was discussed during the Public Comment portion of the meeting.

Annual Report for NYS: Jarzombek briefly reviewed the 2014 annual report that is required by the NYS Library. Dixon made a motion, seconded by Smith, to approve the report and submit it to the state. The motion was approved unanimously.

Sale of Excess Furniture: Jarzombek asked the board for permission to sell some excess chairs from the Washington Ave. Branch auditorium. Dixon made a motion, seconded by Way, to authorize library administration to sell the excess chairs in accordance with the executive director's memo to the board. The motion was approved unanimously.

Staff Survey Results: The trustees requested more time to review the survey results. Curtis made a motion, seconded by Davis, to table this agenda item until the April meeting. The motion was approved unanimously.

County Rebate Project: The board briefly discussed the Government Efficiency Plan reviewed earlier in the meeting by Commisso. Curtis made a motion, seconded by Dixon, to direct library administration to participate in the plan if eligible. The motion was approved unanimously.

PUBLIC COMMENT: No comments from the public.

ADJOURNMENT: Davis made a motion, seconded by Dixon, to adjourn. The motion was approved unanimously and the meeting was adjourned at 7:20 pm.

NEXT MEETING: Tuesday, April 14 – Delaware Branch at 5:30 pm