

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library July 14, 2015 Washington Avenue Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Daniel Curtis (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Donna Dixon, Alison Calacone, Elissa Kane, Michael Nepl

ABSENT: Timothy Smith

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Chris Sagaas (head of branches: AH/WH, Washington Ave.), Rebecca Lubin (head of branches: Delaware, Howe, North Albany)

CALL TO ORDER: The meeting was called to order by Piché at 5:37 pm.

SWEARING IN OF NEW TRUSTEES: Piché performed the swearing in ceremony for Kane and Nepl.

ADOPTION OF AGENDA: Curtis made a motion, seconded by Dixon, to approve the agenda. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

MINUTES: The board considered the draft minutes from the June 9, 2015 regular meeting. Way made a motion, seconded by Calacone, 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 May 31, 2015) will be filed. The updated check register (covering June 11 through July 15, 2015) was reviewed by the trustees. Curtis made a motion, seconded by Calacone, to accept the updated check register and approve it for payment. The motion was approved unanimously.

EXECUTIVE COMMITTEE REPORT: The minutes from the most recent committee meeting, distributed by Way at the meeting, were reviewed by the trustees. Curtis made a motion, seconded by Kane, to accept the minutes as presented. The motion was approved unanimously.

POLICY AND GOVERNANCE COMMITTEE REPORT: Dixon briefly discussed the committee meeting minutes included in the trustee packets. Calacone made a motion, seconded by Way, to accept the minutes. The motion was approved unanimously.

FACILITIES/CONSTRUCTION COMMITTEE REPORT: Calacone briefly discussed the committee meeting minutes provided in the trustee packets. Dixon made a motion, seconded by Curtis, to accept the minutes. The motion was approved unanimously.

UHLS REPORT: Calacone briefly discussed ongoing Sierra issues and the upcoming NYS Construction Grant application deadline.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and Jarzombek fielded questions about the Washington Ave. Branch, APL Foundation, Arbor Hill/West Hill Branch, and Sierra.

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

Service to Children Policy: Dixon noted that meetings with internal and external stakeholders are continuing so staff and trustees can best determine parameters for an updated policy. There will be more discussion at the August board meeting.

UNFINISHED BUSINESS:

Evaluation of June Board Meeting: Piché indicated that the trustees will evaluate their meetings on a quarterly basis.

Board Self-Assessment Action Plan Regarding Board Education: The trustees identified the areas in which they need more training as: emerging technologies, performance management/dashboards, and budget development/oversight. Training on these topics will be developed for the board over the next several months.

Board Meeting Start Times: The board considered alternate start times that would make it easier for people to attend its meetings. Curtis made a motion, seconded by Kane, to convene full board meetings at 6:00 pm starting with the August meeting. The motion was approved unanimously.

Strategic Plan Quarterly Update: Metzger provided an update to the board. During the ensuing discussion, Piché indicated that the trustees would like to review the full strategic plan, action steps, and outcomes on a regular basis. The administration will work on a comprehensive document, along with dashboard updates, that can be reviewed by the board.

NEW BUSINESS:

Appointment of Board Treasurer: Bechard made a motion, seconded by Curtis, to re-appoint Charles Slatterick to the consultant position of board treasurer for a 12-month term. The motion was approved unanimously.

Election of Board Officers:

President: Piché was nominated for president by Curtis and seconded by Dixon. No other nominations were submitted. Upon a vote, Piché was elected unanimously.

Vice President: Curtis was nominated for vice president by Piché and seconded by Bechard. No other nominations were submitted. Upon a vote, Curtis was elected unanimously.

Vice President for Finance: Bechard was nominated for vice president for finance by Way and seconded by Dixon. No other nominations were submitted. Upon a vote, Bechard was elected unanimously.

Secretary: Way was nominated for secretary by Calacone and seconded by Bechard. No other nominations were submitted. Upon a vote, Way was elected unanimously.

Board Committee Assignments: The Executive Committee made committee assignments for the trustees, as reflected in a report provided in the pre-meeting packet.

Appointment of UHLS Liaison: Curtis made a motion, seconded by Way, to re-appoint Calacone to this post. The motion was approved unanimously.

Appointment of PEG Access Oversight Board Representative: Curtis made a motion, seconded by Bechard, to table this item to give Jarzombek more time to determine the appropriate person to take over the post from Bechard. The motion to table was approved unanimously.

Board Packet Confirmation: Jarzombek discussed the board pre-meeting packet process with the trustees.

PUBLIC COMMENT: No members of the public were present.

EXECUTIVE SESSION: Piché made a motion, seconded by Curtis, to enter into executive session to discuss the performance evaluation of a specific employee. The motion was approved unanimously and the board entered executive session at 7:10 pm.

Dixon made a motion, seconded by Calacone, to conclude executive session. The motion was approved unanimously and the board re-entered public session at 7:37 pm.

ADJOURNMENT: Immediately upon re-entering public session, the meeting was adjourned.

NEXT MEETING: Tuesday, July 14 – Washington Ave. Branch at 5:30 pm