

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library August 11, 2015 Bach Branch

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piché (president), Daniel Curtis (vice president), Donna Dixon, Timothy Smith, Alison Calacone, Elissa Kane

**LATE ARRIVAL:** Michael Neppl at 6:03 pm, Andrew Bechard (vice president for finance) at 6:20 pm

**ABSENT:** Arlene Way (secretary)

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Stephanie Simon (public information officer), Mary Coon (head of branches for Bach, Pine Hills), Charles Slatterick (board treasurer), Robert Schofield (counsel)

**CALL TO ORDER:** The meeting was called to order by Piché at 6:00 pm.

**ADOPTION OF AGENDA:** Smith made a motion, seconded by Kane, to approve the agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** There were no members of the public in attendance.

**MINUTES:** The board considered the amended minutes from the July 14, 2015 regular meeting. Dixon made a motion, seconded by Curtis, 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 June 30, 2015) will be filed. The updated check register (covering July 16 through Aug. 12, 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.

**UHLS REPORT:** Calacone noted that there was no UHLS meeting this month.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and Jarzombek fielded questions about the new public use copiers/scanners, new hours publicity plan, community engagement opportunities, and the Albany Made Creative Lab opening.

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

## **UNFINISHED BUSINESS:**

**PEG Board Appointment:** Jarzombek recommended Christopher Sagaas, head of branches for the library's Washington Ave. and Arbor Hill/West Hill locations, to replace Bechard as the APL representative on the PEG Access Oversight Board. Bechard made a motion, seconded by Curtis, to appoint Sagaas as the PEG Board representative from APL. The motion was approved unanimously.

**Clinton Street Property Update:** Prior to the discussion of the property at 34-36 Clinton Street, Piché recused herself and left the room while Curtis led this portion of the meeting. Jarzombek noted that he has been meeting with South End organizations about the plans to demolish the uninhabitable structure on the property and turn it into a pocket park for use by the community. Trustees discussed the layout of the park, including planned fencing and entrances which will be designed with the safety of park users in mind. The library is still in the planning stages for the project, but expects it to begin in early fall. At the conclusion of this discussion, Piché re-entered the room and resumed control of the meeting.

**Strategic Plan Update:** Metzger provided a brief overview of the report provided to the trustees prior to the meeting. Piché indicated that the board should see quarterly updates on the strategic plan.

**Board of Trustees Committee Meeting Times:** Calacone made a motion, seconded by Curtis, to move the start times of board committee meetings to 6:00 pm. The motion was approved unanimously.

## **NEW BUSINESS:**

**CDTA Agreements for Bus Pass Sales and Universal Access for APL Staff:** Jarzombek presented two proposals from CDTA that call for (1) APL to sell and replenish CDTA bus passes at its locations and (2) CDTA to provide "universal access" (free bus rides) to all APL staff during the pilot phase of the program. Kane made a motion, seconded by Bechard, to authorize the executive director to finalize and execute these two agreements with CDTA pending consultation with library counsel. The motion was approved unanimously.

**MyCARD Report:** Metzger gave the trustees a brief update on the youth MyCARD. Librarians encourage children and teens to get this card, which allows for three checkouts at a time with no late fees. APL will be including information about this card, which can be obtained without a parent/guardian signature, in welcome packets for City School District of Albany kindergarten, second, sixth, and ninth graders.

**Executive Director Time and Attendance Reporting:** Jarzombek submitted a request to the Executive Committee asking for more flexibility in his daily 9 am to 5 pm work schedule to account for his frequent participation in evening and weekend community outreach activities. It was noted that Jarzombek's time and attendance are monitored via a weekly schedule and bi-weekly time sheets, and his goals and deliverables are evaluated regularly by the board. After a discussion, Curtis made a motion, seconded by

Neppl, to approve the proposal and require the executive director and counsel to devise a document detailing the plan that will be shared with the full board. The motion was approved unanimously.

**Union Contract:** In response to a question from Curtis, Schofield noted that contract negotiations have not yet begun, but the administration has discussed the process.

**PUBLIC COMMENT:** There were no members of the public present.

**ADJOURNMENT:** Smith made a motion, seconded by Bechard, to adjourn the meeting. The motion was approved unanimously, and the meeting adjourned at 7:35 pm.

**NEXT MEETING:** Tuesday, Sept. 8 – Pine Hills Branch at 6:00 pm