

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library September 8, 2015 Pine Hills Branch

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

LATE ARRIVAL: Michael Neppl at 6:02 pm, Andrew Bechard (vice president for finance) at 6:07 pm

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Mary Coon (head of branches for Bach, Pine Hills), 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 Dixon, to approve the amended agenda. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: Curtis made a motion, seconded by Dixon, to approve the minutes from the Aug. 11, 2015 meeting. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through July 31, 2015) will be filed. The updated check register (covering Aug. 13 through Sept. 10, 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.

COMMITTEE REPORTS:

Policy and Governance Committee: Dixon briefly reviewed the committee report.

Buildings Committee: The committee is recommending the full board approve the NYS Construction Grant application that would partially fund a project at Washington Avenue Branch to convert one first-floor restroom into a gender-neutral/family bathroom and another first-floor restroom into a private area for nursing mothers.

UHLS REPORT: Calacone noted that the next Upper Hudson Library System meeting is Sept. 9.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and Jarzombek fielded questions about usage statistics, customer survey, and Sierra system.

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

Hazardous Materials Policy: The board reviewed the proposed policy, which is required to comply with OSHA Hazard Communication Standards. The policy calls for compiling a list of hazardous chemicals, using material safety data sheets, ensuring that containers are labeled, and providing employees with training and information. Smith made a motion, seconded by Dixon, to approve the Hazardous Materials Policy. The motion was approved unanimously.

NEW BUSINESS:

2016 Board Meeting Schedule: The trustees considered the proposed 2016 meeting schedule, but after a discussion chose to table a vote pending more consideration of meeting locations. Curtis made a motion, seconded by Way, to table the vote on the 2016 board meeting schedule until the October meeting. The motion was approved unanimously and the schedule will be revisited in October.

2016 Library Schedule of Service: The board reviewed the proposed 2016 schedule of service for APL locations. After a discussion, Curtis made a motion, seconded by Way, to approve the 2016 schedule of service. The motion was approved by a vote of 8-0-1, with Nepl abstaining.

NYS Construction Grant: The proposed 2016 NYS Construction Grant application was reviewed by the trustees. APL is eligible for a 75 percent match for construction projects from this grant, and is proposing to use the funds to renovate customer bathrooms on the first floor of the Washington Ave. Branch (converting one into a gender-neutral, family restroom and the other into a nursing mothers' private room). Kane made a motion, seconded by Calacone, to approve the grant application. The motion was approved unanimously and the application will be submitted.

UNFINISHED BUSINESS:

Trustee Education Plan: The board briefly discussed trustee training opportunities and will take up the issue further at a future meeting.

NYS Retirement Update: Cullinan informed the trustees that the library's NYS retirement obligation for 2015 will be significantly lower, by about \$100,000, than the amount budgeted.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: Smith made a motion, seconded by Curtis, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:00 pm.

NEXT MEETING: Tuesday, Oct. 13 – Arbor Hill/West Hill Branch at 6:00 pm