

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library October 13, 2015 Arbor Hill/West Hill Branch

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piché (president), Arlene Way (secretary), Donna Dixon, Timothy Smith, Elissa Kane

**LATE ARRIVAL:** Michael Neppl at 6:05 pm, Andrew Bechard (vice president for finance) at 6:07 pm

**ABSENT:** Daniel Curtis (vice president), Alison Calacone

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (head of branches for Delaware, Howe, North Albany), Robert Schofield (counsel)

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

**ADOPTION OF AGENDA:** Way 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:** Kane made a motion, seconded by Smith, to approve the minutes from the Sept. 8, 2015 meeting. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Aug. 31, 2015) will be filed. The updated check register (covering Sept. 10 through Oct. 14, 2015) was reviewed by the trustees. Dixon made a motion, seconded by Way, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and Jarzombek fielded questions about after-school tutoring, circulation trends, and the NYS Construction Grant.

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

#### **NEW BUSINESS:**

**Close Delaware Branch at 3 pm on Nov. 14 for Foundation Gala:** Jarzombek requested that the Delaware Branch close two hours early, at 3 pm, on Saturday, Nov. 14, to allow staff to prepare the building for that night's Literary Legends gala hosted by the APL

Foundation. Kane made a motion, seconded by Dixon, to close the Delaware Branch at 3 pm on Nov. 14. The motion was approved unanimously.

**2016 Central Library Aid Budget:** The trustees briefly reviewed the budget document drawn up by the Upper Hudson Library System. Bechard made a motion, seconded by Kane, to accept the UHLS Central Library Aid Budget for 2016. The motion was approved unanimously.

**Naming of Tompkins Community Room:** Jarzombek proposed naming the Community Room on the second floor of the Washington Ave. Branch after Edgar Tompkins, who served as leader of APL and UHLS in the 1960s and 1970s. After talking about the merits of naming a room after Tompkins, and about naming rights in general, the board chose to table the discussion pending further information.

**OLD BUSINESS:**

**UHLS Representative:** Calacone has resigned from this position. Jarzombek asked the board to consider appointing Candace Deisley, a retired APL librarian and active member of the Friends of APL, as the board's representative to UHLS. Kane made a motion, seconded by Smith, to appoint Candace Deisley as APL representative to UHLS to fulfill the balance of the current term. The motion was approved unanimously.

**2016 Board of Trustees Meeting Schedule:** After a brief discussion, this item was tabled until the November meeting pending updates to the draft schedule.

**Quarterly Update on Strategic Plan:** Metzger reviewed the strategic plan progress with the board. Piché noted that it will soon be time to begin work on the next strategic plan.

**PUBLIC COMMENT:** No members of the public were present.

**ADJOURNMENT:** The meeting adjourned at 7:05 pm.

**NEXT MEETING:** Tuesday, Nov. 10 – Delaware Branch at 6:00 pm