

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library November 10, 2015 Delaware Branch

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

LATE ARRIVAL: Michael Neppl at 6:06 pm, Andrew Bechard (vice president for finance) at 6:10 pm, Alison Calacone at 6:19 pm

ABSENT: Arlene Way (secretary)

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 6:02 pm.

ADOPTION OF AGENDA: The amended agenda was approved by the board.

PUBLIC COMMENT: There were no comments from the public.

PRESENTATION BY CDTA: Ross Farrell and Doug Teeter from CDTA presented about a proposed project that would change the location of bus stops and shelters along Washington Avenue and impact the library's Washington Avenue Branch. In an effort to improve pedestrian safety and traffic flow, several stops on Washington between Lark and Dove streets will be consolidated into two bus stops in front of the library branch, one directly in front of the library and the other across the street. Library leaders have been involved in conversations with CDTA for several months, and some of the concerns raised by the library have been taken into consideration in project updates. CDTA is meeting with property owners and the community about the project, which is still in the design phase and will be implemented in 2016. The trustees shared comments with the CDTA representatives, who will take them into consideration as the project moves forward.

MINUTES: Bechard made a motion, seconded by Smith, to approve the corrected minutes from the Oct. 13, 2015 meeting. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Sept. 30, 2015) will be filed. The updated check register (covering Oct. 15 through Nov. 11, 2015) was reviewed by the trustees. Bechard made a motion, seconded by Calacone, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

Personnel Committee: Report was provided in pre-meeting packet and one item was to be discussed during executive session.

Finance Committee: Report was provided in pre-meeting packet and two items were to be discussed under new business.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and Jarzombek fielded questions about staff and patron surveys and circulation statistics.

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

OLD BUSINESS:

2016 Board of Trustees Meeting Schedule: The board discussed two proposed schedules and, after making modifications, selected a schedule that will keep meetings on the second Tuesday of each month, starting at 6 pm, and rotating through the library's branches. Smith made a motion, seconded by Kane, to approve the 2016 meeting schedule. The motion was approved unanimously.

NEW BUSINESS:

Board Member Resignation: Board Vice President Daniel Curtis resigned his position on the board in November, via a letter, due to work and school commitments. The Nominating Committee will put together a list of possible candidates that will be shared with the full board for discussion.

Board Vice President Vacancy: Smith volunteered to fill the vice president seat that was left vacant due to Curtis' resignation. Kane nominated Smith for the post, which was seconded by Dixon. Bechard made a motion, seconded by Dixon, to close the nominations. That motion was approved unanimously. The board voted to appoint Smith as vice president by a vote of 6 to 1 (with Smith abstaining). Smith immediately assumed the role of board vice president.

Budget Modifications: Smith made a motion, seconded by Nepl, to approve the budget modifications as presented. The motion was approved unanimously.

Five-Year Financial Plan: After a brief discussion, Bechard made a motion, seconded by Calacone, to approve the five-year financial plan forecast as presented. The motion was approved unanimously.

Hours Change Report: Jarzombek discussed anecdotal reports of patron satisfaction with the new branch hours, which were changed on Sept. 1. He will present a formal report, based on 12 months of metrics, in September 2016.

RFP for Auditing Services: After a brief discussion, Bechard made a motion, seconded by Dixon, to approve an RFP for auditing services to be issued in early 2016. The motion was approved unanimously.

RFP for Legal Services: After a brief discussion, Bechard made a motion, seconded by Calacone, to approve an RFP for legal services to be issued in early 2016. The motion was approved unanimously.

Quarterly Evaluation of Board Meetings: The trustees filled out a meeting evaluation, the results of which will be compiled and shared at the December meeting.

Tax Cap Override Rescindment: The trustees discussed formally rescinding the tax cap overrides for the 2015 and 2016 budgets. Even though those budgets fell under the tax cap, the overrides were approved due to an abundance of caution as the tax cap formulas were not published at the time of the library's budget approvals. Because the library's budgets were under the tax cap, Albany taxpayers are eligible for a tax rebate. Bechard made a motion, seconded by Smith, to approve the rescindment of the 2015 budget tax cap override. The motion was approved unanimously. Calacone made a motion, seconded by Bechard, to approve the rescindment of the 2016 budget tax cap override. That motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

EXECUTIVE SESSION: Kane made a motion, seconded by Dixon, to enter into executive session to discuss the compensation of a specific employee and collective bargaining unit negotiation. The motion was approved unanimously and the board entered executive session at 7:40 pm. The executive session ended at 7:55 pm and the open session of the board meeting resumed.

EXECUTIVE DIRECTOR COMPENSATION: Dixon made a motion, seconded by Kane, to approve the executive director's compensation plan with a few minor edits. The amended plan was approved unanimously.

ADJOURNMENT: The meeting adjourned after the previous agenda item.

NEXT MEETING: Tuesday, Dec. 8 – Howe Branch at 6:00 pm