

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library December 8, 2015 Howe Branch

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

ABSENT: Michael Neppl, Andrew Bechard (vice president for finance)

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: The agenda was approved by the board.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: Dixon made a motion, seconded by Kane, to approve the minutes from the Nov. 10, 2015 meeting. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Oct. 31, 2015) will be filed. The updated check register (covering Nov. 12 through Dec. 9, 2015) was reviewed by the trustees. Smith 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: A report was handed out and reviewed at the meeting.

Policy and Governance Committee: A report was provided in pre-meeting packet and Dixon reviewed two policies, which were up for biannual review, with the trustees.

Work Schedule, Flex Time, and Overtime/Compensatory Time Policy for Administrative Staff: This policy was originally approved by the board in October 2013. After a biannual review by the committee and full board, Piché made a motion, seconded by Smith, to approve the policy as it currently stands. The motion was approved unanimously. The policy will be reviewed again in 2017.

Fund Balance Policy: This policy was originally approved by the board in October 2013. After a biannual review by the committee and full board, Kane made a

motion, seconded by Calacone, to approve the current policy. The motion was approved unanimously. The policy will be reviewed again in 2017.

Finance Committee: The board discussed the committee's January meeting. Action item: Discuss an internal audit, internal controls plan, and attendance of the treasurer at January committee meeting. Make recommendations to the full board in February.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek.

OLD BUSINESS:

Trustee Evaluation of November Board Meeting: Piché reviewed the evaluation results with the board. The meeting evaluation process will be done quarterly.

Plan for Filling Trustee Vacancy: The Nominating Committee shared with the board the process it will use to fill the trustee vacancy. A call for applications will be put out with a closing date of Jan. 11. The committee will meet to review applications and conduct interviews the week of Jan. 25. The selected candidate will be appointed at the Feb. 9 board meeting. The new trustee will serve a four-month term, from the February swearing in until the May 17 election.

NEW BUSINESS:

Bach Branch Sunday Hours: Jarzombek discussed a plan to expand Sunday service, which is a regular request from patrons. Due to cost saving measures and a reallocation of minimal resources, the library can open one more branch for four hours on Sundays without increasing the 2016 budget or adding staff. The smaller size of the Bach Branch, which requires fewer staff and resources to run, makes it the ideal location to add Sunday hours. Jarzombek proposed opening the Bach Branch on Sundays from 1 to 5 pm starting in January. After a discussion, Dixon made a motion, seconded by Smith, to approve the plan. The motion was approved unanimously and the Bach Branch will open with Sunday hours starting Jan. 10, 2016.

MOA with CSEA: Jarzombek presented an updated Memorandum of Agreement with the library's union (Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO) that would extend the current contract until November 2016. The contract extension includes a one percent salary increase for employees. By extending the contract, the library will be able to keep its current health insurance provider and incur no increase for 2016. The library administration and union leaders already approved the extension, which was reviewed by counsel. After a discussion, Kane made a motion, seconded by Dixon, to approve the updated MOA to extend the union contract through November 30, 2016. The motion was approved unanimously.

Payment of Copier Invoices: Metzger raised the issue of expanding the kinds of invoices that can be pre-approved for payment to avoid incurring late fees from vendors. Schofield will research on the topic and report back to the board, so the item was tabled until a future meeting.

PUBLIC COMMENT: Marc Gronich of Hackett Boulevard thanked the board for adding Sunday hours at the Bach Branch.

ADJOURNMENT: The meeting was adjourned at 6:46 pm.

NEXT MEETING: Tuesday, Jan. 12 – Washington Ave. Branch at 6:00 pm