

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library January 12, 2016 Washington Ave. Branch

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

LATE ARRIVAL: Andrew Bechard (vice president for finance) (6:04 pm), Elissa Kane (6:15 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Chris Sagaas (head of branches for Washington Ave., Arbor Hill/West Hill), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Piché at 6:01 pm.

ADOPTION OF AGENDA: Dixon made a motion, seconded by Way, to adopt the proposed agenda. The motion was approved unanimously.

PUBLIC COMMENT: Nancy Benedict of Delmar said she was representing Citizens for Public Transportation. Her comments were about the difficulty STAR bus riders have when waiting for the bus to pick them up after the Washington Ave. Branch has closed for the night.

MINUTES: Amendments to the Dec. 8, 2015, board meeting minutes were requested by Piché. Calacone made a motion, seconded by Smith, to approve the amended minutes. The motion was approved by a vote of 6-0-1, with Bechard abstaining.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Nov. 30, 2015) will be filed. The updated check register (covering Dec. 10 through Jan. 13, 2016) was reviewed by the trustees. Bechard made a motion, seconded by Dixon, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

Finance Committee: A report from the last committee meeting was handed out and reviewed. The board discussed the audit process, with the committee recommending that its members attend the exit interview with the external auditors to gain more oversight. Piché also raised the possibility of the board conducting a mid-year internal audit. Schofield said another option, like quarterly audit statements with deviations, might be a better fit. Action item: Schofield will share information with the Finance Committee for consideration.

The committee also suggested the board treasurer attend several board meetings, specifically the ones during which certain finance functions are discussed. Action item:

Administration will invite treasurer to attend the board meetings identified by the Finance Committee.

The board discussed internal controls that are in place, and others that may need to be added. The administration is looking at models used by other libraries. Action item: Finance Committee will work with administration to develop an internal control plan to share with the rest of the board.

UHLS REPORT: The board's UHLS representative is on vacation out of state for the next several months, so there is no report. Trustees that wish to attend the UHLS meetings during this time should contact Jarzombek.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also fielded questions about the new community engagement officer positions, circulation statistics, and the CDTA universal access program.

POLICY & PROCEDURES GRID: There was no Policy and Governance Committee meeting in the past month, and the next policy review is set for April.

OLD BUSINESS:

Update on Search for Temporary Trustee: The Nominating Committee will interview three candidates and share its recommendation with the full board at the February meeting.

Quarterly Update on Strategic Plan: Metzger reviewed a brief report on strategic plan progress. She noted that the current plan concludes at the end of the year, so it is time to start preparing the next strategic plan.

NEW BUSINESS:

OSC Audit Report: The NYS Office of the Comptroller did a full audit of the library (on site September 2014 through January 2015). The only issue found was with time reporting. As a corrective action, the administration instituted When to Work, a time and attendance tracking and reporting program, that provides a backup and corroboration of time reported in the ADP payroll system. This issue was brought to the library's attention while the auditors were still on site, and the corrective action was implemented within just a few weeks. Schofield noted that this is one of the cleanest library audits he's seen, and credited the good audit report to the library's policies and procedures and responsiveness of the staff to the auditors.

As part of the audit process, the board reviewed the audit report and crafted a written response back to OSC. Bechard made a motion, seconded by Dixon, to approve the audit report, with minor copy edits. The motion was approved unanimously. The corrections will be made and the audit response will be forwarded to OSC.

DASNY Project Management Agreement Amendment: In order to finalize the scope of work and payment for the last items in the Branch Improvement Plan project, an

amendment to the project management agreement with the Dormitory Authority of the State of New York is required. Kane made a motion, seconded by Calacone, to approve the amendment. The motion was approved unanimously.

On a related note, Bechard raised the issue of OSHA training workshops, one of which the library held several years ago with the assistance of DASNY. Bechard would like to see the library continue its relationship with DASNY to provide more of these workshops. Action item: Jarzombek will discuss the possibility with DASNY.

PUBLIC COMMENT: Dennis Karius of Guilderland asked about the status of the public access television station that is house in the basement of the Washington Ave. Branch. Jarzombek noted that the library simply provides space for the studio, which is governed by the city of Albany. He also said the library would share Karius' comments with the board that oversees the studio.

Brian Levine of Central Ave. thanked the board for adding Sunday hours at the Bach Branch. He also noted that there is new legislation that requires a revised petition form, such as those used for people running for library trustee, be implemented this year.

ADJOURNMENT: Smith made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:53 pm.

NEXT MEETING: Tuesday, Feb. 9 – Bach Branch at 6:00 pm