

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library February 9, 2016 Bach Branch

TRUSTEES IN ATTENDANCE: Timothy Smith (vice president), Arlene Way (secretary), Donna Dixon, Alison Calacone, Elissa Kane, John Davis (sworn into office at 6:36 pm)

LATE ARRIVAL: Michael Neppl (6:16 pm), Andrew Bechard (vice president for finance) (7:03 pm)

ABSENT: Mary-Ellen Piché (president)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Mary Coon (head of branches for Bach, Pine Hills), Robert Schofield (counsel), Charles Slatterick (treasurer)

CALL TO ORDER: The meeting was called to order by Smith at 6:06 pm.

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

PUBLIC COMMENT: No members of the public were in attendance.

MINUTES: The draft minutes from the Jan. 12 board meeting minutes were reviewed. Dixon made a motion, seconded by Kane, to approve the minutes. The motion was approved unanimously.

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

NOMINATING COMMITTEE REPORT: Way briefly discussed the process used to interview candidates for the temporary trustee seat. The board will consider the committee's nomination later in the meeting.

Action item: The Policy and Governance Committee will discuss making the temporary trustee nomination process an official board policy.

UHLS REPORT: No report.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also fielded questions about the after-hours use at Washington Ave., circulation statistics, and identifying the services APL users want.

FINANCE COMMITTEE REPORT: Nepl briefly reviewed the minutes provided in the pre-meeting packet and noted the Finance Committee is recommending a one percent tax increase for the 2017 budget.

POLICY & PROCEDURES GRID: There was no Policy and Governance Committee meeting in the past month, so there are no updates to the grid.

NEW BUSINESS:

Nomination to Fill Vacant Trustee Seat: Way reviewed the process used to select a candidate to fill the temporary trustee vacancy created when Daniel Curtis resigned from the board in November 2015. The Nominating Committee interviewed three candidates, and chose to recommend John Davis due to his qualifications and experience as a recent Albany Public Library trustee. Calacone made a motion, seconded by Dixon, to approve Davis as a temporary trustee to serve on the board until the May 17 election. The motion was approved unanimously. Davis was sworn in as trustee and immediately took office.

Proposed 2017 Budget: Cullinan reviewed the proposed 2017 budget with the trustees. The Finance Committee is recommending a one percent budget increase. Jarzombek noted that the library is a lean organization that was able to implement some cost containment procedures over the last year. The board discussed related items as well as the anticipated tax cap amount for 2017, which won't be known until this summer. The Finance Committee will meet again in February before presenting its final budget recommendation to the full board in March.

2015 Budget Modifications: Cullinan reviewed the final 2015 budget modifications. Way made a motion, seconded by Nepl, to approve the budget modifications. The motion passed unanimously.

Board Retreat Planning: The trustees discussed tentative plans for a late-spring board retreat.

Action item: The Executive Committee will devise an agenda, date, and location to be discussed at the March meeting.

OLD BUSINESS:

Quarterly Board Meeting Evaluation: The trustees filled out quarterly evaluation forms regarding the board meetings.

Action item: The evaluation results will be shared at the next meeting.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Kane made a motion, seconded by Dixon, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:09 pm.

NEXT MEETING: Tuesday, March 8 – North Albany Branch at 6:00 pm