

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library March 8, 2016 North Albany Branch

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

LATE ARRIVAL: Elissa Kane (6:10 pm), Andrew Bechard (vice president for finance) (6:23 pm)

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 6:03 pm.

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

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the Feb. 9 board meeting minutes were reviewed. Davis made a motion, seconded by Way, to approve the amended minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Jan. 31) will be filed. The updated check register (covering Feb. 11 through March 9) was reviewed by the trustees. Neppl made a motion, seconded by Dixon, to accept the updated check register and approve it for payment. The motion was approved unanimously.

FINANCE COMMITTEE REPORT: Neppl briefly discussed the committee's Feb. 25 meeting.

UHLS REPORT: Jarzombek reported that the board will have to select a new UHLS representative, as the current one is no longer able to perform this role. Piché will attend the next UHLS meeting on behalf of the board while the trustees consider how to proceed.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also fielded questions about circulation statistics, in-house marketing of new books, and usage of the North Albany Branch.

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

OLD BUSINESS:

Quarterly Board Meeting Evaluation: The report was briefly discussed by trustees.

Plans for Board Retreat: The trustees discussed the board retreat, which is still in the planning phase and is expected to take place in the fall.

NEW BUSINESS:

Early Closing MOA: The trustees briefly discussed this item.

Tax Cap Override: Schofield informed the board that the NYS Office of the Comptroller recommends that all municipalities pass a resolution overriding the tax cap limit because of the complex nature of the law and formula. As proposed, the library's 2017 budget is expected to go slightly over the tax cap, which will be finalized by the state this summer. As such, at least 60 percent of the trustees must vote in favor of this motion in order for it to be approved. Bechard made a motion, seconded by Kane, to approve a tax cap override for the 2017 library budget. The motion was approved unanimously.

2017 Proposed Budget: Bechard shared the proposed 2017 budget, which was recommended for passage by the Finance Committee. The budget plan includes a one percent increase, which allows the library to continue operating current locations, services, and programs. The proposed 2017 total tax levy is \$8,504,893, with \$1,852,438 for the Branch Improvement Plan and \$6,652,455 for library operations. The trustees briefly discussed the merits of the budget. Bechard made a motion, seconded by Calacone, to approve the 2017 budget. The motion was approved unanimously. The public will vote on the library's 2017 operating tax levy on May 17, 2016.

Trustee Vacancies: The trustee seats currently held by Dixon, Smith, and Davis are up for election on May 17. Two of the spots carry full five-year terms and one carries a one-year term. Schofield shared the election notice resolution with the board, which includes information about the candidate election: the two candidates who receive the highest vote totals will fill the five-year terms and the candidate who receives the third highest number of votes will fill the one-year term, nominating petitions are due to the Clerk of the Board of the City School District of Albany by 5 pm on April 18, and the election will be held on May 17 in conjunction with the school district budget vote. Smith made a motion, seconded by Kane, to approve the election notice resolution. The motion was approved unanimously.

Nominating Petition/Instructions to Candidates: The trustees briefly reviewed the nominating petition and instructions to trustee candidates, both of which will be available online and at all APL branches.

Staff Survey Analysis: The library conducted a staff survey with Workplace Dynamics with a 79 percent response rate. Jarzombek discussed the areas identified as needing improvement, and addressed the measures that have been taken to correct them.

Annual Report: Library administration prepared the 2015 annual report that is submitted to New York State. Jarzombek noted that circulation was down about eight percent, but most other statistics were up for the year. The information provided in the state report will be distilled and turned into a community report that the library will share with patrons, city residents, and others in the community. Smith made a motion, seconded by Bechard, to approve the 2015 annual report for submission to the state. The motion was approved unanimously.

Neighborhood Association Meetings: Jarzombek shared a schedule of community presentations to Albany neighborhood associations this spring and asked trustees to sign up to present with him. During the presentations, Jarzombek will share information about the 2015 community report and 2017 proposed budget.

Foundation Fundraiser: The APL Foundation spring fundraiser, Albany Reads, is set for Saturday, April 16. Trustees were encouraged to buy tickets to attend.

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT: Smith made a motion, seconded by Dixon, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:05 pm.

NEXT MEETING: Tuesday, April 12 – Delaware Branch at 6:00 pm