

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library April 12, 2016 Delaware Branch

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

LATE ARRIVAL: Andrew Bechard (vice president for finance) (6:02 pm) Michael Neppl (6:04 pm)

ABSENT: John Davis

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), Alan Walther (Bonadio Group), Joseph Heroux (Bonadio Group)

CALL TO ORDER: The meeting was called to order by Piché at 6:00 pm.

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

PUBLIC COMMENT: There were no comments from the public.

AUDIT PRESENTATION BY THE BONADIO GROUP: Walther, of The Bonadio Group, presented a report of the 2015 library audit during which the company reviewed APL's financial statements and provided an opinion about them. The firm gave the library an unqualified opinion, which is the highest statement an auditor can give for an audit, indicating the records and statements are accurate and fairly and appropriately presented according to generally accepted accounting principles. Calacone made a motion, seconded by Dixon, to accept the 2015 audit report from The Bonadio Group. The motion was approved unanimously.

MINUTES: The draft minutes from the March 8 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 Feb. 29) will be filed. The updated check register (covering March 10 through April 13) was reviewed by the trustees. Kane made a motion, seconded by Way, to accept the updated check register and approve it for payment. The motion was approved unanimously.

EXECUTIVE COMMITTEE REPORT: Piché led a brief discussion about internal controls.
Action Item: Documentation for three internal processes will be formalized before the June meeting, and these procedures will be added to the policies and procedures grid that is reviewed at every board meeting.

NOMINATING COMMITTEE: Way shared a report about the trustee recruitment program on March 30, which was attended by about 15 people.

POLICY AND GOVERNANCE COMMITTEE: Dixon distributed minutes from the March 22 meeting.

FACILITIES COMMITTEE: Smith discussed the most recent meeting, during which the committee discussed creating a five-year plan for branch facilities. The committee plans to create a schedule for routine building maintenance, as well as repairs and equipment needs.

Action Item: Committee will present a five-year repair schedule at the June board meeting.

UHLS REPORT: Piché reported that Way has agreed to be the board's liaison to UHLS.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also led a discussion about a recent incident at the Delaware Branch involving poor behavior by teens. Jarzombek stressed that the library is working with the school district and police to monitor the situation and put measures in place to help control teen behavior at the library.

POLICY & PROCEDURES GRID: Metzger reviewed the grid with the trustees. The board then considered several policies that were up for a biannual review.

Behavior Policy: The Behavior Policy was last reviewed by the board in April 2014. After a biannual review by the committee and full board, Smith made a motion, seconded by Nepl, to approve the policy as it currently stands. The motion was approved unanimously. The policy will be reviewed again in 2018.

Internet Use Policy: The Internet Use Policy was last reviewed by the board in April 2014. After a biannual review by the committee and full board, Smith made a motion, seconded by Nepl, to approve the policy as it currently stands. The motion was approved unanimously. The policy will be reviewed again in 2018.

Website Policy: The Website Policy was originally approved by the board in April 2014. After a biannual review by the committee and full board, Smith made a motion, seconded by Nepl, to approve the policy as it currently stands. The motion was approved unanimously. The policy will be reviewed again in 2018.

Social Media Policy: The Social Media Policy was originally approved by the board in April 2014. After a biannual review by the committee and full board, Smith made a motion, seconded by Nepl, to approve the policy as it currently stands. The motion was approved unanimously. The policy will be reviewed again in 2018.

Board Meeting Absence Policy: The Board Meeting Absence Policy was originally approved by the board in April 2014. The revised policy contains some new language designed to clarify it. After a biannual review by the committee and full board, Kane

made a motion, seconded by Way, to approve the amended policy. The motion was approved unanimously. The policy will be reviewed again in 2018.

OLD BUSINESS:

Quarterly Strategic Plan Update: Metzger provided a brief report.

Internal Controls: This item was covered during the Executive Committee Report.

NEW BUSINESS:

Saturday Hours Change at North Albany Branch: The YMCA, owner of the building that houses the North Albany Branch, has changed its Saturday hours and is closing at 3 pm those days. Jarzombek suggested the North Albany hours be changed to 11 am to 3 pm on Saturdays. While Jarzombek said he doesn't like reducing service hours, the new schedule would accommodate the Y building hours and enable library managers to better staff this shift with part-time employees. The trustees had a discussion about the merits of a 10 am opening versus an 11 am opening. Kane made a motion, seconded by Neppl, to move the North Albany Branch's hours on Saturdays to open at 10 am and close at 3 pm. The motion was approved by a vote of 5-2-1. (Way, Kane, Piché, Calacone, and Neppl voted yes, while Smith and Dixon voted no and Bechard abstained.)

The vote triggered another conversation about the difficulty of staffing a five-hour shift on the weekend. Kane asked to revisit the motion to amend the schedule to 11 am to 3 pm. Since the motion was seconded, discussed, and voted on, Piché denied the request.

The new North Albany Saturday hours of 10 am to 3 pm are scheduled to start May 7.

Board Annual Self-Assessment: Tabled until future meeting.

Sunday Hours: Jarzombek opened up a discussion about Sunday hours at the library's branches. The Washington Ave. Branch has been open on Sundays for many years, while the Bach Branch added Sunday service in January. He recommended closing the Bach Branch on Sundays in July and August, which has been the routine at the Washington Ave. Branch for many years. Jarzombek noted that he would like to keep the branches open on Sundays in the summer, but it's not feasible under the current budget and that the library would likely face staffing shortages at that time of year. The trustees discussed the merits of the plan, as well as what other local libraries do on Sundays in the summer. Dixon made a motion, seconded by Smith, to close all branches on Sundays in July and August. The motion was approved by a vote of 6-1-1. (Kane, Piché, Way, Smith, Bechard, and Dixon voted yes, while Neppl voted no and Calacone abstained.)

2015 Community Report: Jarzombek briefly reviewed the report, which will be available on the library's website and mail, by request.

PUBLIC COMMENT: PK Miller shared comments about the Washington Ave. Branch, which he visits regularly.

ADJOURNMENT: Dixon made a motion, seconded by Smith, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:44 pm.

NEXT MEETING: Tuesday, May 10 – Pine Hills Branch at 6:00 pm