

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library June 14, 2016 Arbor Hill/West Hill Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Timothy Smith (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Alison Calacone, Brenda Robinson

LATE ARRIVAL: Donna Dixon (6:02), Elissa Kane (6:26 pm)

ABSENT: Michael Neppi

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 Arbor Hill/West Hill, Washington Ave.), John Davis (outgoing trustee)

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

SWEARING IN OF BRENDA ROBINSON: Piché performed the swearing-in ceremony for Robinson, who started a one-year term as trustee.

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

PUBLIC RECOGNITION OF OUTGOING TRUSTEES: Piché publicly thanked Davis, whose temporary term ended in May, and Smith and Dixon, whose five-year terms conclude at the end of June, for their service to the board and the library.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the May 10 board meeting minutes were reviewed. Dixon made a motion, seconded by Way, to approve the minutes as written. 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 April 30) will be filed. The updated check register (covering May 12 through June 15) was reviewed by the trustees. Bechard made a motion, seconded by Smith, to accept the updated check register and approve it for payment. The motion was approved unanimously.

POLICY AND GOVERNANCE COMMITTEE: Dixon noted that the report was included in the board packet.

TRUSTEE COMMITTEE CHOICES: Piché briefly reviewed this topic.

UHLS REPORT: Way briefly discussed the most recent Upper Hudson Library System meeting that she attended.

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

POLICY & PROCEDURES GRID: Metzger reviewed the grid with the trustees. The board then considered two updated policies and one procedure.

Meeting Room Request Guidelines and Policy: This policy was most recently reviewed and revised by the board in May 2015. The updated policy contains some new language designed to clarify it. After review by the Policy and Governance Committee and full board, Smith made a motion, seconded by Dixon, to approve the amended Meeting Room Request Guidelines and Policy. The motion was approved unanimously.

Tobacco Use Policy: This policy was most recently reviewed and revised by the board in June 2014. The updated policy contains some new language to clarify that use of tobacco products is prohibited in all library-owned vehicles. After review by the Policy and Governance Committee and full board, Dixon made a motion, seconded by Way, to approve the amended Tobacco Use Policy. The motion was approved unanimously.

Customer Banning Guidelines Procedure: The procedure was updated to allow banned patrons under age 18 to visit the library with adult parent or guardian supervision during the period of their banishment. The trustees briefly discussed the adjustment to this internal procedure.

UNFINISHED BUSINESS:

Results of Quarterly Evaluation of Board Meetings: The trustees briefly discussed the results of the survey conducted at the end of the last meeting.

Results of Annual Board Self-Evaluation: The trustees did an exercise designed to elicit suggestions and strategies for several areas in which the board would like to improve.

Action Item: Piché will compile the suggestions and share them at the July board meeting.

NEW BUSINESS: There was no new business.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: Smith made a motion, seconded by Dixon, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:35 pm.

NEXT MEETING: Tuesday, July 12 – Howe Branch at 6:00 pm