

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library May 10, 2016 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Donna Dixon, Alison Calacone, John Davis

LATE ARRIVAL: Timothy Smith (vice president) (6:01 pm), Arlene Way (secretary) (6:04 pm), Elissa Kane (6:40 pm)

ABSENT: Andrew Bechard (vice president for finance), Michael Neppi

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

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

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

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the April 12 board meeting minutes were reviewed. Smith made a motion, seconded by Calacone, to approve the minutes as written. The motion was approved by a vote of 5-0-1 (with Davis abstaining).

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through March 31) will be filed. The updated check register (covering April 14 through May 11) was reviewed by the trustees. Smith made a motion, seconded by Calacone, 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.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also fielded questions about eBook statistics.

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

POLICY & PROCEDURES GRID: Metzger reviewed the grid with the trustees. The board then considered several internal audit control procedures and an update to the Displays and Public Notices Policy.

Internal Audit Control Procedure—Deduction and Salary Verification in ADP: The procedure was reviewed by the Policy and Governance Committee and the full board. Minor adjustments were made to clarify the procedure. Dixon made a motion, seconded by Davis, to approve the amended procedure. The motion was approved unanimously.

Internal Audit Control Procedure—Staff Benefits: The procedure was reviewed by the Policy and Governance Committee and the full board. Minor adjustments were made to clarify the procedure. Dixon made a motion, seconded by Davis, to approve the amended procedure. The motion was approved unanimously.

Internal Audit Control Procedure—Time and Attendance: The procedure was reviewed by the Policy and Governance Committee and the full board. Dixon made a motion, seconded by Davis, to approve the procedure as written. The motion was approved unanimously.

Displays and Public Notices Policy: The Board Meeting Absence Policy was most recently reviewed by the board in October 2014. The revised 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 policy. The motion was approved unanimously.

UNFINISHED BUSINESS:

Board Annual Self-Assessment: Piché noted that trustees and some senior staff have been invited to complete this annual survey.

Action Item: Piché will share results from this year's board self-assessment at the June meeting.

NEW BUSINESS:

April Patron Survey Results: Metzger provided an overview of the April patron survey, of which a full report was provided to trustees prior to the meeting. The survey collected just under 1,000 responses during a one-week period. The overall satisfaction with APL rated 5.1 out of 6. Of the people who filled out the survey, the Washington Ave. and Pine Hills branches were visited most often. People primarily used the APL website to look up hours of operation, access the catalog, renew items, and find out about upcoming library programs. Using the catalog on the website, browsing for reading materials, and picking up reserved items were the most frequent reasons for visiting the library. Making it easier to download digital materials and shorter waits for reserved items were most frequently listed as things that would encourage respondents to use the library more often. Another patron survey will be done in the fall.

UHLS Annual Dinner: The dinner is set for June 8 and trustees are invited.

Quarterly Evaluation of Board Meetings: Trustees filled out the survey at the meeting.

Action Item: Piché will compile results and share them at the June meeting.

PUBLIC COMMENT: Keith Irish commented on the closing time at Washington Ave. Branch, indicating that it is too early. Karen Strong commented on the patron survey and advocated for the next one to collect more demographic information from participants.

ADJOURNMENT: Smith made a motion, seconded by Davis, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:41 pm.

NEXT MEETING: Tuesday, June 14 – Arbor Hill/West Hill Branch at 6:00 pm