

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library July 12, 2016 Howe Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Michael Neppl (vice president), Alison Calacone (vice president for finance), Andrew Bechard, Elissa Kane, Brenda Robinson, Matthew Finn, Karen Strong

ABSENT: Arlene Way (secretary)

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 6:00 pm.

SWEARING IN OF MATTHEW FINN AND KAREN STRONG: Piché conducted the swearing-in ceremony for Finn and Strong, both of whom start five-year terms.

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

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the June 14 board meeting minutes were reviewed and two errors corrected. Bechard made a motion, seconded by Finn, 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 May 31) will be filed. The updated check register (covering June 16 through July 13) was reviewed by the trustees. Bechard made a motion, seconded by Calacone, to accept the updated check register and approve it for payment. The motion was approved unanimously.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about the library's staffing model, Branch Improvement Plan bond refinancing, and change management project.

Action Item: The staff committee working on the change management project will report out to the board at its next meeting.

POLICY & PROCEDURES GRID: Metzger reviewed the grid, which contained no changes.

UNFINISHED BUSINESS:

Action Items from Annual Board Self-Evaluation: The trustees discussed the items identified during the self-evaluation process and some adjustments were suggested.
Action Item: Piché will edit the action items document and share it with the board.

NEW BUSINESS:

Appointment of Board Treasurer: Bechard made a motion, seconded by Calacone, to re-appoint Charles Slatterick to the consultant position of board treasurer for a 12-month term. The motion was approved unanimously.

Election of Board Officers:

President: Piché was nominated for president by Calacone and seconded by Bechard. No other nominations were submitted. Upon a vote, Piché was elected unanimously.

Vice President: Neppl was nominated for vice president by Piché and seconded by Bechard. No other nominations were submitted. Upon a vote, Neppl was elected by a ballot of 7-0-1 (with Neppl abstaining).

Vice President for Finance: Calacone was nominated for vice president for finance by Bechard and seconded by Neppl. No other nominations were submitted. Upon a vote, Calacone was elected unanimously.

Secretary: Way was nominated for secretary by Piché and seconded by Kane. No other nominations were submitted. Upon a vote, Way was elected unanimously.

Board Meeting Schedule for 2017: Calacone made a motion, seconded by Kane, to approve the 2017 board meeting schedule as presented. The motion was approved unanimously.

Board Committee Assignments: The Executive Committee proposed committee assignments, which were discussed by the trustees.

Action Item: The Executive Committee will finalize the committee assignments and share them with the trustees within 30 days of this meeting.

Quarterly Update on Strategic Plan: Metzger reviewed the progress with the trustees. Administration is planning to begin work on a new strategic plan this fall.

Counsel Presentation on Legal Liabilities: Schofield discussed the insurance and indemnification of trustees as requested by the board as part of its annual self-assessment.

PUBLIC COMMENT: There were no members of the public present.

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

NEXT MEETING: Tuesday, Aug. 9 – Bach Branch at 6:00 pm