

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library August 9, 2016 Bach Branch

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

LATE: Karen Strong (6:03 pm), Arlene Way (secretary) (6:40 pm)

ABSENT: Michael Neppl (vice president)

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: Calacone made a motion, seconded by Bechard, to adopt the agenda, which was amended to add an oral report from the Facilities Committee. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the July 12 board meeting minutes were reviewed. Kane made a motion, seconded by Robinson, to approve the amended minutes. The motion was approved unanimously.

BIANNUAL UPDATE ON APL FOUNDATION: Holly McKenna, president of the APL Foundation, provided the trustees with information about fundraising activities and the library programs they support.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through June 30) will be filed. The updated check register (covering July 14 through Aug. 10) was reviewed by the trustees. Kane made a motion, seconded by Finn, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

Policy and Governance Committee: Metzger gave a brief overview of the committee's Aug. 1 meeting. The committee recommended approval of three policies that were up for review later in the meeting.

Finance Committee: Calacone gave a brief overview of the committee's Aug. 2 meeting. The committee recommended approval of an RFP for financial advisement services that was on the agenda later in the meeting.

Facilities Committee: Kane provided a brief report of the committee's Aug. 9 meeting. Two action items were considered by the full board.

Requests for Bids for Washington Ave. Branch Electrical Panel: The library needs to upgrade the Washington Ave. Branch electrical panels, per insurance coverage requirements. The Finance Committee has already approved the plan to issue a request for bids to do this work.

Bechard made a motion, seconded by Strong, to authorize staff to issue a request for bids to upgrade the Washington Ave. Branch electrical panels. The motion was approved unanimously.

2016 DLD Construction Project: The Facilities Committee recommended that the library submit the Washington Ave. electrical panel project to the 2016 NYS Division of Library Development grant program. If awarded to APL, the program will reimburse the library for between 50 and 75 percent of the project cost. Calacone made a motion, seconded by Bechard, to approve submitting the electrical panel project to the 2016 DLD grant. The motion was approved unanimously.

UPPER HUDSON LIBRARY SYSTEM REPORT: Way provided a brief overview of the UHLS July meeting. Several documents pertaining to UHLS business were provided to the trustees prior to the meeting.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: a plan to lend mobile WiFi hotspots, providing bookshelves in neighborhood barbershops, upcoming strategic plan, civil service, the possibility of allowing staff to administer Narcan, and the NYS Division of Library Development.

POLICY & PROCEDURES GRID: Metzger reviewed the grid and provided a brief overview of three policies before the board.

Safety Mission Statement: This policy was recommended for approval upon biennial review by the Policy and Governance Committee. No changes were made to the policy. Calacone made a motion, seconded by Bechard, to approve the Safety Mission Statement. The motion was approved unanimously.

First Aid Policy: This policy was recommended for approval upon biennial review by the Policy and Governance Committee. The policy was amended slightly to add specificity to what barriers are provided to staff. Kane made a motion, seconded by Strong, to approve the revised First Aid Policy. The motion was approved unanimously.

Blood Borne Pathogens Exposure Control Plan: This policy was recommended for approval upon biennial review by the Policy and Governance Committee. The policy was amended slightly to add specificity to what equipment is provided to staff. Kane made a

motion, seconded by Robinson, to approve the revised Blood Borne Pathogens Exposure Control Plan. The motion was approved unanimously.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Staff Report on Library Card Application Process: The trustees listened to a presentation by Coon about a streamlined and more customer-focused library card application process that is being pilot tested at the Pine Hills Branch. The goal is to shorten the application process and make it easier and quicker for patrons to get a library card when they first request one. Once the pilot is complete, administration will review and make any necessary adjustments before rolling the process out at all branches.

CDTA Agreement: The library proposes its branches serve as sale outlets for CDTA's Navigator pre-paid bus fare cards. Jarzombek noted that this would provide the library with an alternative revenue source, as APL would receive a two percent commission on the proceeds of Navigator sales at library locations. He said the sale Navigator cards falls in line with the library's commitment to sustainability and reduction of car reliance. This initiative would likely bring new visitors who could sample the library's offerings when they stop by to replenish their Navigator cards.

Bechard made a motion, seconded by Way, to allow the executive director to enter into the Navigator sales agreement with CDTA subject to final review by CTDA and library counsel. The motion was approved unanimously.

RFP for Financial Advisor: Cullinan said the library, and therefore the taxpayers, would likely save money every year if the bonds for the Branch Improvement Plan were refinanced. This project, which was recommended by the Finance Committee, would require the guidance of a consultant who specializes in refinancing bonds for large public entities. Calacone made a motion, seconded by Bechard to approve the issuance of an RFP for a financial advisor to work with the library on refinancing the Branch Improvement Plan bonds. The motion was approved unanimously.

Quarterly Evaluation of Board Meetings: The trustees completed evaluation forms, the results from which will be shared at the September meeting.

PUBLIC COMMENT: Keith Irish commented about movie showings at the branches, parked cars blocking the handicapped ramp in front of the Bach Branch, more evening hours at the Washington Ave. Branch, and the city's public access television board.

ADJOURNMENT: Strong made a motion, seconded by Richardson, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:39 pm.

NEXT MEETING: Tuesday, Sept. 13 – Washington Ave. Branch at 6:00 pm