

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library September 13, 2016 Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Arlene Way (secretary), Brenda Robinson, Matthew Finn, Karen Strong

LATE: Andrew Bechard (6:02 pm), Michael Nepl (vice president) (6:09 pm)

ABSENT: Elissa Kane

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.), Stephanie Anderson (youth services librarian), Robert Schofield (counsel), Timothy Burke (UHLS executive director)

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

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

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the Aug. 9 board meeting minutes were reviewed. Calacone made a motion, seconded by Robinson, 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 July 31) will be filed. The updated check register (covering Aug. 11 through Sept. 14) was reviewed by the trustees. Way made a motion, seconded by Strong, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

Executive Committee: Piché gave a brief overview of the committee's Sept. 7 meeting. The committee recommended the full board approve the following two items.

Legal Services: After a brief discussion, Bechard made a motion, seconded by Calacone, to award a three-year contract for legal services to Whiteman Osterman & Hanna LLP in accordance with its Sept. 1 RFP response. The motion was approved unanimously.

Auditing Services: After a brief discussion, Strong made a motion, seconded by Way, to award a three-year contract to Marvin and Company CPAs for auditing services in accordance with its Aug. 31 RFP response. The motion was approved unanimously.

Finance Committee: Calacone provided a brief report of the committee's most recent meeting. The committee recommended approval of the following item.

Financial Advisor for Bond Refinancing Project: After a brief discussion, Bechard made a motion, seconded by Calacone, to award a contract to PFM Group for financial advisory services regarding potential bond refunding at a cost not to exceed \$45,000 and in accordance with the company's Aug. 31 RFP response. The motion was approved unanimously.

UHLS REPORT & ACTION ITEM: Burke provided the trustees with an overview of the proposed Upper Hudson Library System plan of service for 2017-2021. He noted that since APL serves as the central library for UHLS, the library plays a role in the plan of service, which will be submitted to New York State as required by law. After a brief discussion, Calacone made a motion, seconded by Way, to approve the 2017-2021 UHLS plan of service. 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: North Albany facility, broadband expansion, and five-year financial plan.

POLICY & PROCEDURES GRID: Metzger reviewed the grid, which has not changed since the previous meeting.

UNFINISHED BUSINESS:

Report on Quarterly Evaluation of Board of Trustees Meetings: Piché gave a brief report on the evaluation results and noted that actionable items are being implemented at board meetings.

NEW BUSINESS:

2017 Tax Cap Override Rescindment: The trustees discussed formally rescinding the tax cap override for the 2017 budget. Even though this budget falls under the tax cap, the override was approved in an abundance of caution at a time when the final tax cap formula was unknown. Calacone made a motion, seconded by Strong, to approve the rescindment of the 2017 budget tax cap override. The motion was approved by a vote of 7-1, with Neppl opposing.

2017 Library Schedule of Service: After a brief discussion, Way made a motion, seconded by Finn, to approve the library's 2017 schedule of service. The motion was approved unanimously.

Summer Reading Program Presentation: Anderson gave a presentation about this year's Summer Reading Program, which provided 402 programs to 8,027 attendees across the seven branches. The library had 956 children and teens registered for the reading and activity portion of the eight-week program designed to prevent the summer slide in reading and cognitive skills.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: Bechard made a motion, seconded by Finn, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:28 pm.

NEXT MEETING: Tuesday, Oct. 11 – Pine Hills Branch at 6:00 pm