

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 11, 2016 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Michael Neppl (vice president), Alison Calacone (vice president for finance), Elissa Kane, Karen Strong

LATE: Brenda Robinson (6:05 pm), Andrew Bechard (6:20 pm), Arlene Way (secretary) (7:22 pm)

ABSENT: Matthew Finn

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), Stephanie Preston (union)

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

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

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

MINUTES: The draft minutes from the Sept. 13 board meeting minutes were reviewed. Strong made a motion, seconded by Neppl, 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 Aug. 31) will be filed. The updated check register (covering Sept. 15 through Oct. 12) was reviewed by the trustees. Calacone made a motion, seconded by Neppl, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

Facilities Committee: Kane provided an oral report of the Facilities Committee's most recent meeting. That meeting involved discussions about: purchasing and installing sheds at the Delaware and Pine Hills branches (originally approved during the Branch Improvement Plan), the Washington Ave. Branch electrical panel replacement project, and a facilities capital plan that will be developed in the coming months.

Finance Committee: Calacone gave an oral report of the Finance Committee's most recent meeting. That meeting included discussions about: the upcoming 5-year financial plan and an adjustment to the Investment Policy.

Policy and Governance Committee: Metzger provided an overview of the committee's most recent meeting at which five current policies were considered as part of the biennial review process.

WiFi Use Policy: This policy was most recently reviewed and revised by the board in October 2014. The policy contains no change.

Acquisition of Art Policy: This policy was most recently reviewed and revised by the board in October 2014. The policy contains one change related to adding art to the library's art catalogue.

Tutoring Policy: This policy was most recently reviewed and revised by the board in October 2014. The policy contains one change, which requires a parent or guardian to be on the library premises at the beginning and end of tutoring sessions for children under the age of nine.

Service to Children Policy: This policy was approved by the board in July 2006. The policy contains changes regarding the age at which children can be in the library unaccompanied. In the recommended changes, children age 8 and under must be accompanied by an adult or responsible adolescent (age 14 and older) when in the library and children age 9 and older may use the library without a parent or guardian.

Investment Policy: This policy was approved by the board in October 2009. The updated policy removes one category of investments.

After recommendation by the Policy and Governance Committee and consideration by the full board, Strong made a motion, seconded by Richardson, to approve all of the above-named policies. The motion was approved unanimously.

POLICY & PROCEDURES GRID: Metzger gave a brief overview of the grid.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: the NYS Division of Library Development Construction Grant and the Upper Hudson Library System.

UNFINISHED BUSINESS:

PERB Action on Certain Staff Positions: Schofield updated the board about a decision made by the New York Public Employment Relations Board (PERB) regarding classification of several administrative and leadership positions.

NEW BUSINESS:

Bond Refinance Project Update: Jarzombek and Schofield discussed with the trustees a project to refinance the Branch Improvement Plan (BIP) bonds. The project involves refinancing the nine-year-old bonds, which funded the five new/renovated branch libraries, to secure a lower interest rate on the current bonds, thereby decreasing the tax levy for the BIP libraries and reducing the cost to Albany taxpayers. The 30-year,

\$29.1 million bond was taken out in 2007, after voter approval, to fund the renovation of three library branches and construction of two new branches. Those libraries—Arbor Hill/West Hill, Bach, Delaware, Howe, and Pine Hills—opened between November 2009 and June 2010. The board will be required to hold a special meeting later in October to consider and approve bond documents.

Five-Year Financial Plan: Cullinan shared a draft update of the library’s five-year financial plan with the board. The trustees asked questions and discussed the assumptions and forecasts in the plan, which will continue to be updated before being presented to the board for approval.

2017 UHLS Central Library Budget: Jarzombek presented the draft 2017 Upper Hudson Library System (UHLS) central library budget. This spending plan benefits APL, which provides some library functions and collections as the central library in the consortium of libraries in Albany and Rensselaer counties. Neppi made a motion, seconded by Bechard, to approve the 2017 UHLS Central Library budget as presented. The motion was approved unanimously.

Update on New Strategic Plan: Jarzombek said background work is continuing on the strategic plan, including an upcoming board retreat to discuss relevant topics.

Close Arbor Hill/West Hill Branch at 3 pm on Oct. 22 for Foundation Gala: Jarzombek requested that the Arbor Hill/West Hill Branch close two hours early, at 3 pm, on Saturday, Oct. 22, to allow staff and volunteers to prepare the building for that night’s Literary Legends fundraiser hosted by the APL Foundation. Bechard made a motion, seconded by Richardson, to approve the early closure at the Arbor Hill/West Hill Branch on Oct. 22. The motion was approved unanimously.

Sale of MakerBot: Jarzombek requested permission to sell the library’s original 3D printer to the Bethlehem Public Library for a sum of \$500. The printer is no longer needed as APL has a newer 3D printer in use at the Albany Made Creative Lab. Neppi made a motion, seconded by Strong, to approve the sale of the MakerBot 3D printer. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: The meeting was adjourned at 7:44 pm.

NEXT MEETING: Tuesday, Nov. 8 – Delaware Branch at 6:00 pm