

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library November 8, 2016 Delaware Branch

TRUSTEES IN ATTENDANCE: Michael Neppl (vice president), Arlene Way (secretary), Elissa Kane, Matthew Finn, Karen Strong

LATE: Andrew Bechard (6:05 pm)

Absent: Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Brenda Robinson

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 Neppl at 6:00 pm.

ADOPTION OF AGENDA: Kane made a motion, seconded by Strong, 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 Oct. 11 regular board meeting were reviewed. Kane made a motion, seconded by Way, to approve the minutes. The motion was approved unanimously.

The draft minutes from the Oct. 24 special meeting were also reviewed. Way made a motion, seconded by Kane, 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 Sept. 30) will be filed. The updated check register (covering Oct. 13 through Nov. 9) was reviewed by the trustees. Strong made a motion, seconded by Bechard, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS: None

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

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: service to children policy, payroll system, corporate partnerships, and mobile app.

UNFINISHED BUSINESS:

Bond Refinancing Project Update: Cullinan and Jarzombek provided an update on the project to refinance the Branch Improvement Plan bonds to save money. The library received a credit rating of Aa1 by Moody's Investors Services. This high-grade credit rating is just one notch below the top grade and is the same as that of New York State. Cullinan explained that the high rating puts the library in a good position and makes it attractive to bond purchasers. The bond sale is set for Nov. 17.

Five-Year Financial Plan: Cullinan provided a brief overview of the plan that was presented to the board at the October meeting. The five-year financial plan, which is updated annually, will play an important role in determining the 2018 budget.

Strategic Plan Update: Jarzombek provided a brief update on the process, which includes meetings with the board, focus groups with staff and the community, patron surveys, and other data gathering. The board will appoint a Strategic Plan Ad Hoc Committee to guide the process.

NEW BUSINESS:

Additional Space Usage: Jarzombek led a discussion about leveraging the library's real estate portfolio to generate revenue. The Washington Ave. Branch, in particular, has unoccupied space that could be leased to community organizations. There are tentative discussions with Albany Community Action Partnership (ACAP) that would lease space on the third floor of Washington Ave. for two Head Start classrooms to serve the Sheridan Hollow neighborhood. Jarzombek will keep the board apprised of any developments.

Budget Modifications for Current Year: Administration is working with the Finance Committee and will discuss proposed budget modifications with the full board at the December meeting.

Quarterly Evaluation of Board Meetings: The trustees filled out meeting evaluations, the results of which will be shared at the December meeting.

PUBLIC COMMENT: Danielle Creegan commented about the space usage plans for the Washington Ave. Branch.

EXECUTIVE SESSION: Strong made a motion, seconded by Bechard, to enter into executive session to discuss negotiations regarding the collective bargaining unit. The motion was approved unanimously and the executive session began at 6:40 pm

ADJOURNMENT: Immediately upon re-entering open session, the meeting was adjourned.

NEXT MEETING: Tuesday, Dec. 13 – Arbor Hill/West Hill Branch at 6:00 pm