

## APPPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library December 13, 2016 Arbor Hill/West Hill Branch

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

**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 and Washington Ave.), Charles Slatterick (board treasurer), Robert Schofield (counsel), Meghan Wakeman (union representative)

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

**ADOPTION OF AGENDA:** Bechard 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 Nov. 8 regular board meeting were reviewed. Strong 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 Oct. 31) will be filed. The updated check register (covering Nov. 10 through Dec. 14) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the updated check register and approve it for payment. The motion was approved unanimously.

#### **COMMITTEE REPORTS & ACTION ITEMS:**

**Finance Committee Report:** The written report was briefly reviewed with the trustees by Calacone.

**Policy and Governance Committee Report:** Way briefly reviewed the report with the rest of the board. The trustees discussed the Washington Ave. Branch Closing Procedure, which does not require approval by the board.

The board considered the updated Use of Equipment and Technology by Staff Policy, which was recommended for approval by the committee. Robinson made a motion, seconded by Bechard, to approve this revised policy. The motion was approved unanimously.

**POLICY & PROCEDURES GRID:** Metzger reviewed the grid with the trustees.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on several items, including the community engagement clerks, printing and copying fees, and staff health care. There were no questions from the trustees.

**UHLS REPORT:** Way provided a brief overview of her written report about the most recent Upper Hudson Library System meeting, which included discussions about NYS Construction Grant funds and disaster preparedness.

**NYS REGENTS ADVISORY COMMITTEE ON LIBRARIES REPORT:** Way, who is a member of the statewide committee, provided an oral report of the committee's recent meeting in New York City. The group discussed grassroots advocacy, lobbying elected officials on the behalf of libraries, and the lack of school libraries in the state.

#### **UNFINISHED BUSINESS:**

**Bond Refinancing Project Update:** The project to refinance the Branch Improvement Plan bonds to save money is officially completed with the successful bond sale on Nov. 17 and closing on Dec. 7. Jarzombek said the refinancing will save the library approximately \$200,000 a year, or \$4 million over the life of the 20-year bond. He noted that the trustees should be proud of the Aa1 credit rating issued by Moody's Investors Services, which is just one notch below the top grade and is the same as that of New York State. The board will determine the taxpayer impact of the savings during the 2018 budget process, which starts in early 2017.

**Budget Modifications for Current Year:** Cullinan reviewed 2016 budget modifications calculations with the trustees. Jarzombek noted that modifications are important, since the library's budget is done so far in advance. Strong made a motion, seconded by Way, to approve the 2016 budget modifications. The motion was approved unanimously.

**Strategic Plan Update:** Jarzombek provided a brief update on the process. A team of managers is currently reviewing a draft document based on feedback from patrons, community, and staff, as well as focused interviews, leadership discussions, and the board retreat. The draft strategic plan, which will cover 2017-2019, will be ready for the trustees to review and discuss at the January meeting.

**Results from Quarterly Evaluation of Board Meetings:** The results were shared in the trustee packet, with no discussion at the meeting.

#### **NEW BUSINESS:**

**CDTA Temporary Easement Plan for Washington Ave. Branch:** CDTA is planning a major project to add bus lanes and relocate shelters that will impact the sidewalk and roadway in front of the Washington Ave. Branch. In order to do the construction work, which is expected to start in 2017, CDTA has requested a temporary easement on branch property for the storage and use of equipment during the site work and construction. After a discussion, Kane made a motion, seconded by Way, to authorize and direct the

executive director to “execute an agreement granting a non-exclusive temporary easement to the Capital District Transportation Authority (“CDTA”) over an area in front of the Washington Avenue Branch...for the purpose of CDTA’s construction of its new BusPlus improvements on Washington Avenue, including improvements to the area on Library property in front of the Washington Avenue Branch.” The motion was approved unanimously. The temporary easement will last no more than two years after its issuance.

**PUBLIC COMMENT:** Meghan Wakeman, an APL librarian representing the employee union, spoke about the way the contract negotiations were described in the executive director’s report to the board.

**EXECUTIVE SESSION:** The board entered into executive session to discuss the executive director’s performance appraisal.

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

**NEXT MEETING:** Tuesday, Jan. 10, 2017 – Howe Branch at 6:00 pm