

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library January 10, 2017 Howe Branch

**TRUSTEES IN ATTENDANCE:** Michael Neppl (vice president), Andrew Bechard, Elissa Kane, Brenda Robinson, Matthew Finn, Karen Strong

**TRUSTEES ABSENT:** Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Arlene Way (secretary)

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Chinasa Seyse (union representative)

**CALL TO ORDER:** The meeting was called to order by Neppl at 6:05 pm.

**ADOPTION OF AGENDA:** The trustees reviewed the prepared agenda.

**PUBLIC COMMENT:** Alexandria Cassidy of Willett St. talked about the number of available public computers at the Washington Ave. Branch on a recent weekend day.

**MINUTES:** The draft minutes from the Dec. 13 regular board meeting were reviewed. Bechard made a motion, seconded by Strong, 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 Nov. 30, 2016) will be filed. The updated check register (covering Dec. 15, 2016 through Jan. 11, 2017) was reviewed by the trustees. Bechard made a motion, seconded by Robinson, to accept the updated check register and approve it for payment. The motion was approved unanimously.

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

**Facilities/Construction Committee Report:** Bechard provided a brief oral report. He said the committee would meet on Jan. 17 to work on a five-year capital plan for the library's physical plant.

**POLICY & PROCEDURES GRID:** Metzger reviewed the grid with the trustees. The Policy & Governance Committee will revise the following policies: Fund Balance, Reserve Fund, Whistleblower, and Conflict of Interest.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on several items, including contract negotiations, new databases available to users, Raising a Reader early literacy program, new APL Foundation part-

time director, and usage statistics. Jarzombek fielded trustee questions about door counts and his NYS Assembly testimony.

#### **UNFINISHED BUSINESS:**

**Strategic Plan Update:** The trustees engaged in a substantive discussion about the strategic plan process and how best to proceed with the thoughtful development of comprehensive goals, objectives, and success indicators that will benefit the Albany community. The board stressed the importance of the library's next strategic plan and expressed the need to create a living document that is meaningful to library users, actionable by staff and administration, and inspirational to the future of the library.

The board will appoint an Ad Hoc Strategic Plan Committee, which will include members from the board and the staff, at the February meeting. Work on the strategic plan will then proceed under the direction of this committee, with plans discussed with the full board as they are developed.

#### **NEW BUSINESS:**

**Democratic Values of APL:** This item was tabled and will be discussed at a future meeting.

**2018 Budget Discussion:** Cullinan noted that the Finance Committee meeting on Jan. 24 would include development work on the 2018 budget. The full board will review the proposed budget at the February meeting, and consider it for adoption at the March meeting.

**Board Meeting Conflicts with Jewish Holidays in April and December:** Jarzombek said it came to the library's attention that two scheduled board meetings conflict with Jewish holidays—Passover in April and Hanukah in December. In the past, the board has chosen to move meeting dates to accommodate trustees and members of the public who are not able to attend due to religious observance. The board briefly discussed the topic, and the suggestion was made to move the April and December meetings ahead one week.

Bechard made a motion, seconded by Finn, to move the April meeting to April 4. The motion was approved unanimously. Strong made a motion, seconded by Robinson, to move the December meeting to Dec. 5. The motion was approved unanimously. The new meeting dates will be posted on the library's website.

**Food for Fines Project:** Jarzombek discussed hosting a Food for Fines project, during which the library would accept food donations from patrons to pay off a portion of their library fines. The library would then give the donated food to a local non-profit organization. Jarzombek said the library could absorb the lost revenue from the fines. He also expects an increase in usage, because many people start using the library again after their fines are paid down. He expects to make Food for Fines an annual program.

Jarzombek suggested donating the food from this first session to the South End Children's Café. The trustees discussed the need for having an official process to solicit applications and impartially select the local organizations that will benefit from the food donations.

The Food for Fines program will be put on hold until the administration can develop an application and selection process and present it to the board at a future meeting.

**Biannual Update on APL Foundation:** Jarzombek noted that the new part-time executive director of the APL Foundation is Alexis Bhagat. He and Holly McKenna, the Foundation president, will present to the board at a future meeting.

**Staff Report on Technology:** This item was tabled and will be discussed at a future meeting.

**PUBLIC COMMENT:** Chinasa Seyse, an APL librarian representing the employee union, spoke about the way the staff health insurance change was handled.

**ADJOURNMENT:** Bechard made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:25 pm.

**NEXT MEETING:** Tuesday, Feb. 14, 2017 – Bach Branch at 6:00 pm