

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library February 14, 2017 Bach Branch

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

**TRUSTEES LATE:** Elissa Kane (6:05 pm), Brenda Robinson (6:24 pm)

**TRUSTEES ABSENT:** Michael Neppi (vice president)

**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 Bach and Pine Hills branches)

**CALL TO ORDER:** Piché called the meeting to order at 6:00 pm.

**ADOPTION OF AGENDA:** Strong made a motion, seconded by Bechard, 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 Jan. 10 regular board meeting were reviewed. Finn 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 Dec. 31, 2016) will be filed. The updated check register (Jan. 12 through Feb. 15, 2017) 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 (Part 1):**

**Finance Committee Report:** Calacone reviewed budget options discussed by the committee at its Jan. 24 and Feb. 6 meetings. The board then went into a full discussion of the proposed 2018 budget.

#### **UNFINISHED BUSINESS (Part 1):**

**Review Proposed 2018 Budget:** The trustees had a substantive discussion about various options for the upcoming 2018 budget, which is still in the preparation phase. Discussion topics included: staffing, operations, efficiencies, tax rates, bond savings, and locations. The Finance Committee will continue to work with the executive director and chief fiscal officer to finish developing budget scenarios, which will be presented to the full board at the March meeting.

## **COMMITTEE REPORTS & ACTION ITEMS (Part 2):**

**FACILITIES COMMITTEE:** Bechard briefly reviewed the committee's most recent meetings. The committee is developing a five-year facilities plan for all library buildings based on needs assessments and maintenance requirements.

**NOMINATING COMMITTEE:** Kane noted that the Nominating Committee will meet soon to plan an information session for people interested in running for trustee this spring.

**UHLS LIAISON:** Way initiated a conversation about how the state budget proposed by Gov. Andrew Cuomo cuts funding to library aid and library construction aid. The trustees expressed concern about this development and agreed to formulate a resolution calling for restoration of those funds.

Bechard made a motion, seconded by Strong, to compose a resolution recommending restoration of library construction aid and library aid to the New York State budget for state fiscal year 2017-2018, and to send such resolution to select elected officials, including the governor and budget officers. The motion was approved by a vote of 7-0.

**POLICY & PROCEDURES GRID:** Metzger briefly reviewed the grid with the trustees. The Policy & Governance Committee will meet on Feb. 24.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on WiFi upgrades, recent programs for children and adults, use of Mango Languages online service by newcomers to the United States, and branch usage statistics, among other topics.

## **UNFINISHED BUSINESS (Part 2):**

**Creation of Ad Hoc Strategic Plan Committee:** Piché, Robinson, Strong, and Way volunteered to work on the committee. The library's community engagement coordinator will serve as liaison between the committee and the administration as the strategic plan is developed.

## **NEW BUSINESS:**

**Democratic Values of Albany Public Library:** Kane shared documents that could help the trustees formulate a statement about the library's core values based on democratic principles. The trustees discussed the topic and decided that this work should be the basis for the "values" portion of the in-development strategic plan. The Ad Hoc Strategic Plan Committee was charged with this project.

**Albany Promise Agreement:** Jarzombek has been invited to sit on the Albany Promise leadership group, and as such a participant, the library is required to submit "The Albany Promise Cradle to Career Partnership Organizational Agreement." Jarzombek requested the board allow him to sign this partnership agreement, which calls for "shared accountability for reaching the outcomes that are established by the collective partnership." Way made a motion, seconded by Bechard, to approve library participation and the partnership agreement. The motion was approved unanimously.

**Quarterly Evaluation of Board Meetings:** Survey forms were handed out to trustees. Results will be disseminated at the March meeting.

**PUBLIC COMMENT:** No members of the public were present.

**ADJOURNMENT:** The meeting was adjourned at 7:26 pm

**NEXT MEETING:** Tuesday, March 14 – Washington Ave. Branch at 6:00 pm