

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library

March 15, 2017

Washington Ave. 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, Matthew Finn, Karen Strong

TRUSTEES LATE: Brenda Robinson (6:03 pm)

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 Arbor Hill/West Hill and Washington Ave. branches), Robert Schofield (counsel)

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

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

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

MINUTES: The draft minutes from the Feb. 14 regular board meeting were reviewed. One correction will be made regarding who was in attendance. Strong made a motion, seconded by Bechard, 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 Jan. 31, 2017) will be filed. The updated check register (Feb. 16 through March 15, 2017) was reviewed by the trustees. Calacone made a motion, seconded by Kane, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

FINANCE COMMITTEE REPORT: Calacone reviewed five budget scenarios with the trustees, who discussed the merits of each. As part of this committee's report, the board considered the 2018 budget and tax cap override, as outlined below.

Tax Cap Override: Library counsel recommended the board pass a resolution overriding the tax cap limit because of the complex nature of the law and formula. The 2018 tax cap will not be finalized by New York State until late this summer, so the library budget was built using an estimate. Calacone made a motion, seconded by Bechard, to approve the tax cap override. The motion was approved by a vote of 8-0-1 with Robinson abstaining. *(Full tax cap override resolution attached.)*

2018 Proposed Budget: The board considered five budget scenarios with proposed tax levy increases ranging 0% to 3%. The trustees debated the merits of each possible scenario and what it would mean for library operations and impact on taxpayers.

Neppl made a motion, seconded by Finn, to put forth a 2018 budget plan with a 3% tax levy increase. The motion was rejected by a vote of 4-5. (Yes: Calacone, Neppl, Finn, Way. No: Bechard, Robinson, Strong, Piché, Kane.)

Calacone made a motion, seconded by Kane, to put forth a 2018 budget plan with a 1.5% tax levy increase. The motion was approved by a vote of 5-2-2. (Yes: Bechard, Kane, Way, Strong, Calacone. No: Piché, Robinson. Abstain: Neppl, Finn.)

2018 Tax Levy: The board next considered a resolution to direct the City School District of Albany to place the following question before voters at the district's annual meeting on May 16, 2017: "Shall the sum of \$6,981,873 be raised by annual levy of a tax upon the taxable real property within the City School District of Albany for the purpose of funding the operating budget of the Albany Public Library?". Calacone made a motion, seconded by Bechard, to approve the resolution. The motion was approved by a vote of 6-1-2. (Yes: Bechard, Kane, Way, Strong, Calacone, Piché. No: Neppl. Abstain: Robinson, Finn.)

Thus, the 2018 operating tax levy of \$6,981,873 will be presented to voters on May 16. *(Full tax levy resolution attached.)*

NOMINATING COMMITTEE: Kane updated the trustees about the committee's most recent meeting. As part of this committee's report, the board considered the trustee vacancies and nominating petition, as outlined below.

Trustee Vacancies: The trustee seats currently held by Piché, Robinson, and Way are up for election on May 16. All three positions carry full five-year terms. Schofield shared the election notice resolution with the board. Strong made a motion, seconded by Way, to approve the election notice and submit it to the City School District of Albany. The motion was approved unanimously. *(Full trustee vacancy resolution attached.)*

Nominating Petitions/Instructions to Candidates: The trustees briefly reviewed the nominating petition and instructions to trustee candidates, both of which will be available online and at all APL branches.

POLICY AND GOVERNANCE COMMITTEE: Way presented the six policies up for review, several of which have been updated. As part of this committee's report, the policies were considered by the trustees, as outlined below.

Public Comment at Board Meetings Policy | Materials Selection Policy | Fund Balance Policy | Conflict of Interest Policy | Whistleblower Policy: Neppl made a motion, seconded by Finn to approve all policies as revised and recommended by the Policy and Governance Committee. The motion was approved unanimously.

Public Access to Library Information Policy: A new version of the policy, which includes revisions required by adjustments to the law, was handed out at the meeting by counsel. Way made a motion, seconded by Kane, to accept the changes as provided by counsel and approve the revised policy. The motion was approved unanimously.

UHLS Report: Way provided trustees with a report from the system's executive director, and discussed recent library advocacy efforts.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on February break activities for children and teens, income tax preparation help, Mango Languages service, mobile app, and the library's Foundation, among other topics.

UNFINISHED BUSINESS:

Democratic Values of APL: This has been folded into the strategic plan discussions.

Results from Quarterly Evaluation of Board Meetings: These were reported in the pre-meeting packet and discussed briefly.

NEW BUSINESS:

North Albany Branch Facility Issues: Jarzombek outlined some of the ongoing issues related to the maintenance of this branch, which is located in rented space at the North Albany YMCA. The trustees discussed the branch and created an ad hoc committee to conduct a thorough assessment of the space, cleanliness, rent, budget, staffing, and sustainability of the North Albany Branch. Finn will lead the ad hoc committee, which also includes Bechard, Calacone, and Way. The committee's work will inform the current strategic planning process.

NYS 2016 Annual Report: The library's 2016 annual report for New York State was considered. Kane made a motion, seconded by Strong, to approve the report and submit it to the NYS Education Department Division of Library Development. The motion was approved unanimously.

Snow Closure Procedures: Jarzombek briefly discussed the procedures followed when inclement weather necessitates the early closure, late opening, or all-day closure of the library.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: The meeting was adjourned at 7:50 pm

NEXT MEETING: Tuesday, April 4 – Delaware Branch at 6:00 pm

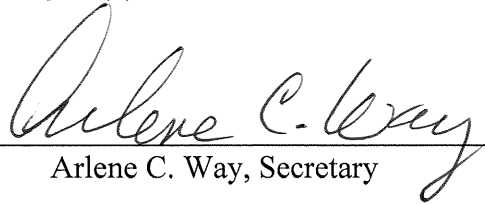
ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by A. Calacone, and seconded by A. Bechard, it was

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2018 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

Dated: March 15, 2017



Arlene C. Way, Secretary

Vote: 8 In Favor
0 Opposed
1 Abstentions (Robinson)

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by A. Calacone, and seconded by A. Bechard, it was

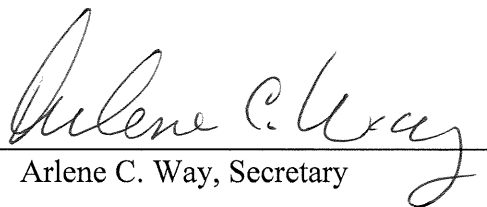
RESOLVED that, pursuant to Sections 259 and 260 of the Education Law, the Board of Trustees of the Albany Public Library will submit the following question to the voters at the annual meeting of the City School District of Albany to be held on May 16, 2017:

Shall the sum of \$6,981,873 be raised by annual levy of a tax upon the taxable real property within the City School District of Albany for the purpose of funding the operating budget of the Albany Public Library?

YES _____

NO _____

Dated: March 15, 2017



Arlene C. Way, Secretary

Vote: 6 In Favor
1 Opposed (Neppl)
2 Abstentions (Finn, Robinson)

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

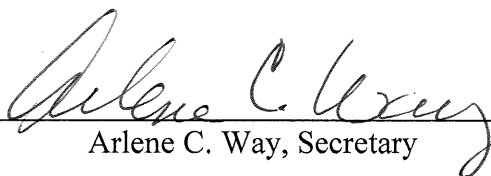
At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by K. Strong, and seconded by A. Way, it was

RESOLVED that, pursuant to Section 260 of the Education Law, the Executive Director of the Albany Public Library is directed to notify the Clerk of the City School District of Albany that the Library intends to hold an election, to fill three vacancies on the Board of Trustees of the Albany Public Library, during the May 16, 2017 annual school district meeting, and it is further

RESOLVED that, the three candidates who receive the three highest total number of votes cast in their favor shall each fill a five year term ending in 2022 created by the expiration of three current Trustees' terms, and it is further

RESOLVED that, pursuant to Section 260 of the Education Law, Nominating Petitions for the election must be filed with the District Clerk on or before 5:00 P.M. on April 17, 2017.

Dated: March 15, 2017



Arlene C. Way, Secretary

Vote: 9 In Favor
0 Opposed
0 Abstentions