

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library April 4, 2017 Delaware Branch

**TRUSTEES IN ATTENDANCE:** Alison Calacone (vice president for finance), Andrew Bechard, Elissa Kane, Matthew Finn, Karen Strong

**TRUSTEES LATE:** Michael Neppl (vice president) (6:11 pm)

**TRUSTEES ABSENT:** Mary-Ellen Piché (president), Arlene Way (secretary), 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 Delaware, Howe, North Albany branches)

**CALL TO ORDER:** Calacone called the meeting to order at 6:02 pm.

**ADOPTION OF AGENDA:** Kane made a motion, seconded by Bechard, to add one item to new business and adopt the amended agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** Aimee Allaud of Melrose Ave. discussed concerns about the Pine Hills Branch butterfly gardens. Allaud, who is a member of the Cornell Cooperative Extension master gardeners volunteer group that maintains the gardens, said the current placement of a shed and dumpster in the Pine Hills parking lot infringe upon the native plant garden at the rear of the property. Jarzombek indicated he would call Allaud the following day to develop a solution to move the shed and dumpster to spots that won't negatively impact the garden.

**AUDIT REPORT FROM MARVIN & CO.:** Carol Hausamann and Chris Healy from Marvin & Co. presented findings from the 2016 library audit during which the company reviewed APL's financial statements and provided an opinion about them. The firm gave the library an unqualified opinion, which is the highest statement an auditor can give for an audit, indicating the records and statements are accurate and fairly and appropriately presented according to generally accepted accounting principles.

**MINUTES:** The draft minutes from the March 15 regular board meeting were reviewed. Bechard made a motion, seconded by Neppl, 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 Feb. 28, 2017) will be filed. The updated check register (March 16 through April 12, 2017) was reviewed by the trustees. Bechard made a motion, seconded by Strong, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**COMMITTEE REPORTS & ACTION ITEMS:**

**NOMINATING COMMITTEE REPORT:** Kane gave a short report about the recent candidate forum, during which five Albany residents received information about how to run for a seat on the board.

**FACILITIES COMMITTEE REPORT:** Bechard and Jarzombek discussed how the committee has been working on a project to improve the front of the Washington Ave. Branch building. The library plans to paint the front of the building, repair the sidewalk, and add a canopy and signage at the front entrance. Some of the work is dependent on the CDTA infrastructure project along Lark St. and Washington Ave., which is expected to start this summer. The committee will report back to the full board as plans are finalized.

**POLICIES AND PROCEDURES REVIEW:** There have been no changes since the March meeting.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on dual-language learners at Delaware, wireless printing, WiFi in the branches, and participation in Albany Promise, among other topics.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Strategic Plan Quarterly Update:** The Ad Hoc Strategic Plan Committee is working on a draft and will share that with the full board when it is ready.

**Request from Kingdom Children's Daycare:** This facility, located at 100 Southern Blvd., has asked that the Delaware Branch be designated an emergency evacuation location. In the event of an emergency at the daycare, children could be evacuated to the Delaware Branch for pickup by parents or guardians. Kane made a motion, seconded by Strong, to approve the Delaware Branch as an emergency evacuation location for the Kingdom Children's Daycare after a review by counsel and provision of insurance information to the library. The motion was approved by a vote of 5-0-1 with Finn abstaining.

**PUBLIC COMMENT:** There were no comments from the public

**ADJOURNMENT:** Neppi made a motion, seconded by Kane to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 7:11 pm

**NEXT MEETING:** Tuesday, May 9 – Pine Hills Branch at 6:00 pm