

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library May 9, 2017 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Arlene Way (secretary), Andrew Bechard, Elissa Kane, Matthew Finn, Brenda Robinson, Karen Strong

TRUSTEES ABSENT: Michael Neppi (vice president), Alison Calacone (vice president for finance)

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, Pine Hills branches)

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

ADOPTION OF AGENDA: Bechard made a motion, seconded by Robinson, to adopt the agenda as written. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the April 4 regular board meeting were reviewed. Strong made a motion, seconded by Kane, 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 March 31, 2017) will be filed. The updated check register (April 6 through May 10, 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:

NORTH ALBANY BRANCH AD HOC COMMITTEE REPORT: Finn, committee chair, reviewed the group's written report from its April 24 meeting. The issues facing the North Albany Branch, along with potential solutions, were reviewed.

Action Items: Piché directed the committee to do a thorough pros and cons of the potential solutions, including a report on the status quo. She also requested an historical account of how the North Albany Branch came to be created, and information on how changing or eliminating service at that location would impact staffing at the rest of the branches.

UHLS REPORT: Way briefly recounted her written report and noted that the UHLS annual meeting, to which trustees are invited, is June 14.

NYS REGENTS ADVISORY COUNCIL ON LIBRARIES: Way, who serves on the council, briefly reviewed her written report.

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

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on the Direct Access Program, health care RFP, and upcoming Foundation events, among other topics.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Representation on UHLS Board: The one-year term for the library's representative on the UHLS Board is ending, and Way was asked to stay on in this position. She agreed and will serve another one-year term.

Report on April Patron Survey: The first of two patron surveys this year was conducted in April. A total of 621 surveys were completed, with the library's overall rating coming in at 4.38 out of 5. Of the respondents, 83 percent visit the library at least once-a-month and 99 percent believe the library is important to the community. Meeting room space has been used by 38 percent of respondents who rated the room reservation process 4.17 out of 5. The year's second user survey will be done in early fall.

PUBLIC COMMENT: There were no comments from the public

EXECUTIVE SESSION: Bechard made a motion, seconded by Kane, to enter into executive session to discuss public employee collective-bargaining negotiations. The motion was approved unanimously. The board entered executive session at 6:46 pm.

Kane made a motion, seconded by Bechard, to end the executive session and return to open session. The motion was approved unanimously and executive session concluded at 7:07 pm.

ADJOURNMENT: The board re-entered open session and immediately adjourned the meeting.

NEXT MEETING: Tuesday, June 13 – Arbor Hill/West Hill Branch at 6:00 pm