

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library July 11, 2017 North Albany Branch

TRUSTEES IN ATTENDANCE: Michael Neppl (vice president), Alison Calacone (vice president for finance), Andrew Bechard, Elissa Kane, Matthew Finn, Brenda Robinson, Karen Strong, Jenna Pitera, Sarah Shearer

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), Charles Slatterick (board treasurer)

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

SWEARING IN OF TRUSTEES: Robinson, Pitera, and Shearer were officially sworn in to five-year terms on the board.

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

PUBLIC COMMENT: There were no public comments.

MINUTES: The draft minutes from the June 13 regular board meeting and the June 27 special were reviewed. Calacone made a motion, seconded by Bechard to accept the June 13 minutes as written and the June 27 minutes as amended. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through May 31, 2017) was presented by Slatterick and the report will be filed. The updated check register (June 15 through July 12, 2017) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

FACILITIES COMMITTEE: Bechard briefly reviewed the report from the committee's most recent meeting.

POLICIES AND PROCEDURES REVIEW: There have been no changes since the previous meeting. A Policy & Governance Committee meeting will be scheduled after trustee committee assignments are made.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded inquiries about gender neutral bathrooms, new branch manager, and Library Links.

UNFINISHED BUSINESS:

STRATEGIC PLAN PRESENTATION: Metzger presented the draft strategic plan, which outlines goals, strategies, tactics, and success indicators in the areas of audience and advocacy, programs and services, facilities and equipment, organizational excellence, and financial sustainability. The trustees will review the plan and provide feedback. It is expected that the plan will be voted on at the August meeting.

NEW BUSINESS:

APPOINTMENT OF BOARD TREASURER: Calacone made a motion, seconded by Robinson, to re-appoint Charles Slatterick to the consultant position of board treasurer for a 12-month term. The motion was approved unanimously.

ELECTION OF BOARD OFFICERS: The board held elections for president, vice president, vice president for finance, and secretary. Each appointment is effective from July 2017 through June 2018.

President: Strong was nominated for president by Kane and seconded by Bechard. No other nominations were submitted. Upon a vote, Strong was elected unanimously.

Vice President: Bechard was nominated for vice president by Strong and seconded by Calacone. No other nominations were submitted. Upon a vote, Bechard was elected unanimously.

Vice President for Finance: Calacone was nominated for vice president for finance by Finn and seconded by Bechard. No other nominations were submitted. Upon a vote, Calacone was elected unanimously.

Secretary: Robinson was nominated for secretary by Neppi and seconded by Kane. No other nominations were submitted. Upon a vote, Robinson was elected unanimously.

APPOINTMENT OF UHLS LIAISON: Finn was nominated as UHLS liaison/board member by Neppi and seconded by Robinson. There were no other nominations. Upon a vote, Finn was approved unanimously.

BOARD COMMITTEE PLACEMENTS/INTEREST: The new Executive Committee will consider trustee placements at an upcoming meeting and report back to the full board.

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

ADJOURNMENT: Bechard made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:16 pm.

NEXT MEETING: Tuesday, Aug. 8 – Howe Branch at 6:00 pm