

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library

June 13, 2017

#### Arbor Hill/West Hill Branch

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

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

**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), Jenna Pitera (trustee-elect)

**CALL TO ORDER:** Nepl called the meeting to order at 6:01 pm.

**ADOPTION OF AGENDA:** Strong made a motion, seconded by Robinson, to adopt the amended agenda, which moved the "Contract Update" discussion item to executive session. The motion was approved unanimously.

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

**MINUTES:** The draft minutes from the May 9 regular board meeting were reviewed. Bechard made a motion, seconded by Way, to approve the minutes with one correction. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through April 30, 2017) will be filed. The updated check register (May 11 through June 14, 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:**

**NORTH ALBANY BRANCH AD HOC COMMITTEE REPORT:** Jarzombek reported that the library administration has moved forward on two suggestions from the committee. Administration has formally asked the YMCA to defer the rent increase until next year, and has presented a funding request to the Albany County Legislature. The administration and committee will continue discussing these topics and present regular updates to the full board.

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

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded inquiries about the tutoring program, volunteer coordinator position, and facilities work at the Washington Ave. Branch

**UNFINISHED BUSINESS:**

**Update on Strategic Plan:** The structure of a draft strategic plan was shared with the trustees. The full plan will be presented at the July meeting for a thorough review and discussion by the board.

**Review Results from Quarterly Board Meeting Evaluation:** Jarzombek shared the results and noted that this review process will continue.

**NEW BUSINESS:**

**License Agreement with CDTA:** The trustees reviewed a tentative license agreement with the Capital District Transportation Authority (CDTA) that would allow CDPHP Cycle! to occupy 2,300-square-feet in the basement and 215-square-feet on the third floor of the library building at 161 Washington Ave. The basement area would provide space for the storage, repair, and maintenance of bicycles in the bike-share program, while the third floor area would serve as office space for CDPHP Cycle! staff. Both spaces are in non-public areas of the library building. The library would receive \$12,210 annually in this year-to-year agreement.

Kane made a motion, seconded by Calacone, to approve the license agreement concept as presented at the meeting and to authorize the executive director to negotiate the final agreement with CDTA. The motion was approved unanimously.

**License Agreement with ACAP:** The trustees reviewed a tentative license agreement with the Albany Community Action Partnership (ACAP) that would allow a pre-school Head Start class to occupy a 1,692-square-foot classroom and 135-square-foot bathroom on the third floor of the library building at 161 Washington Ave. Both spaces are in non-public areas of the library building. The library would receive \$18,270 annually in this three-year agreement.

Bechard made a motion, seconded by Way, to approve the license agreement concept as presented at the meeting and to authorize the executive director to negotiate the final agreement with ACAP. The motion was approved unanimously.

**Board Meeting Schedule for 2018:** The tentative Board of Trustees meeting schedule for 2018 was presented and briefly discussed. It was noted that the September meeting date may need to be moved as it falls on the second night of Rosh Hashanah. Kane made a motion, seconded by Strong, to approve the schedule as submitted. The motion was approved by a vote of 6-0-2, with Bechard and Calacone abstaining.

**Biannual Update on APL Foundation:** Jarzombek provided a brief overview on recent Foundation activities.

**Albany Promise Partnership in Summer Reading Program:** The library is working with Albany Promise, a community coalition of more than 60 organizations with a shared vision and accountability for the educational success of Albany's children, now on a study to determine the influence of participation in the Summer Reading Program on children's reading comprehension. In this first of its kind study, the library is seeking to prove that reading over the summer reduces the "summer slide" and prevents loss of learning during the 10-week break from school. Individual students will not be identified in this study and the data will be collected as an aggregate. Results will be reported to the board.

**PRESENTATION TO OUTGOING TRUSTEE:** Jarzombek and the trustees thanked Way for her five years of service as a member and officer of the board.

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

**EXECUTIVE SESSION:** Bechard made a motion, seconded by Robinson, to enter into executive session to discuss the public employee collective bargaining unit contract. The motion was approved unanimously. The board entered executive session at 7:26 pm.

Calacone made a motion, seconded by Kane, to end the executive session and return to open session. The motion was approved unanimously and executive session concluded at 8:05 pm.

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

**NEXT MEETING:** Tuesday, July 11 – North Albany Branch at 6:00 pm