

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library August 8, 2017 Howe Branch

**TRUSTEES IN ATTENDANCE:** Andrew Bechard (vice president), Brenda Robinson (secretary), Elissa Kane, Matthew Finn, Sarah Shearer

**LATE:** Alison Calacone (vice president for finance) (6:15 pm)

**ABSENT:** Karen Strong (president), Michael Neppel, Jenna Pitera

**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:** Bechard called the meeting to order at 6:01 pm.

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

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

**MINUTES:** The draft minutes from the July 11 regular board meeting were reviewed. Kane made a motion, seconded by Shearer, to accept the minutes as written. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** An overview of the treasurer's report (covering finances from Jan. 1 through June 30, 2017) was presented and the report will be filed. The updated check register (July 13 through Aug. 9, 2017) was reviewed by the trustees. Kane made a motion, seconded by Finn, to accept the check register and approve it for payment. The motion was approved unanimously.

#### **COMMITTEE REPORTS:**

**EXECUTIVE COMMITTEE:** Bechard briefly recapped the committee's July 18 meeting, during which trustee committee assignments were made. The list was provided to trustees and will be posted on the library's website.

**AD HOC COMMITTEE ON STRATEGIC PLAN:** Kane reviewed the committee's July 31 meeting, during which the draft strategic plan was discussed at length. The committee recommends further work on the plan before it is presented to the full board. The strategic plan will be the topic of the next ad hoc committee meeting.

**POLICIES AND PROCEDURES REVIEW:** There have been no changes since the previous meeting. A Policy & Governance Committee meeting will be scheduled soon.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded inquiries about the road and sidewalk construction work taking place in front of the Washington Ave. Branch, new mobile app from the Upper Hudson Library System (UHLS), Friends of APL and APL Foundation talks, and the expanding Library Links program.

**UNFINISHED BUSINESS:**

**STRATEGIC PLAN UPDATE:** This item was covered during the Committee Report section of the meeting.

**COMMITTEE ASSIGNMENTS:** This item was covered during the Committee Report section of the meeting.

**NEW BUSINESS:**

**CLOSING SATURDAYS AT NORTH ALBANY BRANCH:** Jarzombek presented a plan to close the North Albany Branch on Saturdays. This would allow the library to redeploy staff on a low-volume day at North Albany to busier locations in order to maximize resources.

The North Albany Branch is a small, satellite location in the North Albany YMCA building. Since being forced to reduce Saturday hours to 10 am through 3 pm, due to a YMCA requirement, the North Albany Branch attendance and circulation has decreased to low levels. It is also difficult to schedule staff for this shift.

The trustees discussed the merits of closing North Albany on Saturdays, and considered this matter within the larger context of issues facing this library location.

Kane made a motion, seconded by Robinson, to send the Saturday closing issue to the Ad Hoc North Albany Branch Committee for further discussion and a recommendation that is comprehensive and fits into the larger discussion about this library branch. The motion failed by a vote of 4-1-1 (with Finn abstaining, and Bechard voting no).

According to board procedure, the item will be taken under advisement by the Ad Hoc North Albany Branch Committee at its next meeting.

**CLOSING ON CHRISTMAS EVE & YOM KIPPUR HOLIDAYS IN ADHERANCE TO NEW CONTRACT:** The library is already slated to be closed on Christmas Eve 2017. In order to adhere to the new union contract, the board needs to approve a library closure on Yom Kippur, which is Sept. 30, 2017. Kane made a motion, seconded by Shearer, to approve closing the library on Sept. 30, 2017 for Yom Kippur. The motion was approved unanimously.

**QUARTERLY EVALUATION OF BOARD MEETINGS:** The trustees filled out evaluation forms, the results from which will be shared at the next meeting.

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

**ADJOURNMENT:** Calacone made a motion, seconded by Robinson, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:02 pm.

**NEXT MEETING:** Tuesday, Sept. 12 – Washington Ave. Branch\* (2<sup>nd</sup> Floor, Tompkins Lab) at 6:00 pm

*\*Note: This is a change from the previously published meeting location*