

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library September 12, 2017 Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Alison Calacone (vice president for finance), Matthew Finn, Jenna Pitera, Sarah Shearer

LATE: Michael Nepl (6:04 pm), Andrew Bechard (vice president) (6:35 pm)

ABSENT: Brenda Robinson (secretary), Elissa Kane

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: Strong called the meeting to order at 6:00 pm.

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

PUBLIC COMMENT: No members of the public were present.

MINUTES: The draft minutes from the Aug. 8 regular board meeting were reviewed. Shearer made a motion, seconded by Pitera, 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 July 31, 2017) was presented and the report will be filed. The updated check register (Aug. 10 through Sept. 13, 2017) was reviewed by the trustees. Calacone made a motion, seconded by Finn, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

PROTOCOL FOR COMMITTEE REPORTS: Strong discussed proper protocol for committee reports with the trustees.

COMMITTEE MEETING SCHEDULES: Strong noted that each board committee is to develop a schedule of standing meetings.

AD HOC STRATEGIC PLAN COMMITTEE: Strong made a brief report, indicating that the committee is working to refine and streamline the draft strategic plan.

FACILITIES COMMITTEE: Finn provided a brief report, which included updates about the progress of façade work at the Washington Ave. Branch

AD HOC NORTH ALBANY BRANCH COMMITTEE: Calacone reported about the group's most recent meeting, during which options for this branch were discussed. The trustees and administration want to ensure that the community is engaged in the discussion about the North Albany Branch, so a series of facilitated meetings will be planned to encourage a full community conversation.

POLICIES AND PROCEDURES REVIEW: Several policies were recently reviewed by the Policy & Governance Committee and recommended for approval by the full board.

PRIVACY & CONFIDENTIALITY OF LIBRARY RECORDS POLICY: No changes were made during the biannual review of this policy. Pitera made a motion, seconded by Calacone, to approve the policy as it stands. The motion was approved unanimously.

WORKPLACE VIOLENCE & INCIDENT REPORTING POLICY: No changes were made during the biannual review of this policy. Pitera made a motion, seconded by Shearer, to approve the policy as it stands. The motion was approved unanimously.

TRAVEL & MEAL POLICY: No changes were made during the biannual review of this policy. Calacone made a motion, seconded by Finn, to approve the policy as it stands. The motion was approved unanimously.

ART EXHIBITION POLICY: No changes were made during the biannual review of this policy. Neppl made a motion, seconded by Pitera, to approve the policy as it stands. The motion was approved unanimously.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded inquiries about circulation, storytime on the bus, and the Head Start class at Washington Ave.

UNFINISHED BUSINESS:

REPORT ON QUARTERLY EVALUATION OF BOARD MEETINGS: The report was briefly reviewed by trustees.

NEW BUSINESS:

2018 DRAFT SCHEDULE OF SERVICE: The board reviewed the proposed schedule of service for next year. Neppl made a motion, seconded by Bechard, to approve the schedule. The motion passed unanimously.

2018 NYS CONSTRUCTION GRANT APPLICATION: Jarzombek discussed the proposed projects at the Howe Branch that could be submitted for the 2018 Construction Grant through the NYS Department of Library Development. He is proposing that repairs be made to the brickwork, front railings and stairs, and portions of the roof. The total project cost is expected to be \$70,000. If approved for a grant, that funding would cover up to \$52,500 of the cost. Calacone made a motion, seconded by Bechard, to submit the

Howe Branch repairs for the Construction Grant. The motion was approved unanimously.

PROPOSED CHANGES TO MINIMUM STANDARDS FOR PUBLIC LIBRARIES IN NEW YORK STATE AND COMMISSIONER’S REGULATION §90.2: Jarzombek discussed how trustees can provide comments about the proposed changes to the minimum standards for libraries as set by the NYS Commissioner of Education.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Neppi made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:54 pm.

NEXT MEETING: Tuesday, Oct. 10 – Washington Ave. Branch at 6:00 pm