

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library November 14, 2017 Delaware Branch

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

**ABSENT:** Alison Calacone (vice president for finance), 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, and North Albany branches)

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

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

**PUBLIC COMMENT:** Two members of the public addressed the trustees. (1) Joyce Flanagan of Mountain Place said she believes the North Albany Branch is essential for that neighborhood and should remain open. (2) Jason Privler of Marlborough Court discussed an internet issue he has had at several branches and asked for the Local History Room to be open more hours.

**MINUTES:** The draft minutes from the Oct. 12 regular board meeting were reviewed. Bechard made a motion, seconded by Robinson, 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 Sept. 30, 2017) was presented. Kane made a motion, seconded by Bechard, to approve the treasurer's report. The motion was approved unanimously and the report will be filed.

The updated check register (Oct. 12 through Nov. 15, 2017) was reviewed by the trustees. Bechard made a motion, seconded by Robinson, to accept the check register and approve it for payment. The motion was approved unanimously.

**PRESENTATION BY ALBANY PROMISE:** Postponed until the December meeting.

#### **COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** Neppl and Shearer briefly reviewed the written report. The committee met Oct. 30 to review the five-year financial plan and 2017 budget modifications, and to discuss plans for the 2019 budget.

**FACILITIES COMMITTEE:** Finn and Kane briefly reviewed the written report from the Oct. 26 committee meeting during which the group discussed repairs needed at the Howe Branch, a new facilities vehicle, administrative offices, and budget modifications.

**POLICY & GOVERNANCE COMMITTEE:** Robinson briefly reviewed the four policies up for review, all of which are recommended for approval by the committee: Equal Employment Opportunity & Anti-Discrimination/Anti-Harassment Policy, Service to Children Policy, Purchasing Policy, and Employee Safety Policy.

**AD HOC STRATEGIC PLAN COMMITTEE:** Strong briefly updated the trustees about the Oct. 18 meeting. She reported that the consultant is compiling the plan using work completed by the trustees, committee, and library leadership. A draft report is expected in January.

**POLICIES AND PROCEDURES REVIEW:** Metzger briefed the board on the current status of the library's policies and procedures.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also updated the trustees about public comment items from the October meeting.

**UNFINISHED BUSINESS:**

**UPDATE ON NORTH ALBANY BRANCH:** The North Albany Branch Ad Hoc Committee was scheduled to meet on Nov. 21 at 6 pm at the Arbor Hill/West Hill Branch. All trustees and the public were invited to attend. Jarzombek said a report on the branch feedback form will be presented at the meeting.

**UPDATE ON STRATEGIC PLAN:** This item was discussed during the committee report section.

**NEW BUSINESS:**

**BUDGET MODIFICATIONS:** Cullinan indicated the budget modifications will be reviewed by the Finance Committee and then presented to the full board at the December meeting.

**FIVE-YEAR FINANCIAL PLAN:** Cullinan briefly reviewed the plan with the trustees, and said an in-depth examination of the details would take place at the trustee retreat.

**REPORT ON FALL 2017 CUSTOMER SURVEY:** Metzger provided an overview of the survey, which had 661 responses and indicated that 94% of those who responded were very or somewhat satisfied with the library. The next customer survey will be done in the spring.

**PURCHASE OF MAINTENANCE VEHICLE:** The Facilities Committee recommended the purchase of a four-passenger pickup truck to be added to the library fleet. The truck would be used to transport maintenance crews and equipment between branches, as

well as plowing building parking lots. Jarzombek noted that by bringing plowing in-house this year, the library expects to save money. The motion to approve the truck purchase, on state contract at a cost of \$37,000, was seconded by Shearer. The purchase of a pickup truck was approved unanimously.

**REVIEW UPDATED POLICIES & PROCEDURES:** The following policies and procedures were reviewed by the board's Policy & Governance Committee and recommended for approval by the full board.

**EQUAL EMPLOYMENT OPPORTUNITY & ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY:** This existing policy was amended to align with updated state regulations. The Policy & Governance Committee recommended the amended policy for approval, and Kane seconded the motion. The motion was approved unanimously.

**SERVICE TO CHILDREN:** No changes were made during the biannual review of this policy. The Policy & Governance Committee recommended the full board approve the policy, and Neppl seconded the motion. The motion was approved unanimously.

**PURCHASING POLICY:** The footnotes on the existing policy were removed as the state law relating to them has changed. Bechard made a motion, seconded by Kane to approve the amended policy. The motion was approved unanimously.

**EMPLOYEE SAFETY POLICY:** The existing policy was updated to align with the new union contract. The Policy & Governance Committee recommended the amended policy for approval, and Neppl seconded the motion. The motion was approved unanimously.

**PUBLIC COMMENT:** Three members of the public made comments to the board. (1) Deborah Williams-Muhammed of North Albany expressed concern about the North Albany Branch, indicating that is an important resource for the neighborhood and should be kept open. (2) Joyce Flanagan of Mountain Place said she would like to see the North Albany Branch stay open. (3) Jason Privler of Marlborough Court suggested the library hold regular book sales and consider opening a used book store to generate income.

**ADJOURNMENT:** Bechard made a motion, seconded by Robinson, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:21 pm.

**NEXT MEETING:** Tuesday, Dec. 5 – Pine Hills Branch at 6:00 pm