

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 10, 2017 Washington Ave. Branch

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

ABSENT: Elissa Kane, Michael Neppi

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Sarah Clark (head of Washington Ave., Arbor Hill/West Hill branches), Lisa Neuman (head of youth services, Washington Ave. Branch)

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

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

PUBLIC COMMENT: Two members of the public addressed the trustees. (1) Joel Margolis of State St. discussed his displeasure with the copy machines and the policy regarding overdue books and checking out new ones. (2) Marc Gronich of Hackett Blvd. discussed issues related to the public access television station facility in the basement of the Washington Ave. Branch, and the board that provides oversight.

MINUTES: The draft minutes from the Sept. 12 regular board meeting were reviewed. Calacone made a motion, seconded by Bechard, 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 Aug. 31, 2017) was presented. Shearer made a motion, seconded by Calacone, to approve the treasurer's report. The motion was approved unanimously and the report will be filed.

The updated check register (Sept. 14 through Oct. 10, 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:

PERSONNEL COMMITTEE: Strong noted that there are several items on the agenda that this committee reviewed and recommended for approval: making library clerk position non-competitive; Administrative Staff (Management/Confidential titles) Statement of Compensation, Benefits, and Work Expectations; Executive Director Statement of

Compensation, Benefits, and Work Expectations; and raise for management/confidential staff.

POLICY & GOVERNANCE COMMITTEE: Metzger noted that the committee reviewed a number of updated or unchanged policies that are recommended for approval later on in the agenda: Unrepresented Employee Evaluation; Evaluation of Board of Trustees Operational Procedures; Evaluation of Executive Director; Group Visits from School, Daycare, or Other Organizations; Nondiscrimination Policy; Community Relations Goals; and Dissemination of Library Information.

UPPER HUDSON LIBRARY SYSTEM (UHLS) LIAISON REPORT: Finn reported that he will be attending the UHLS board meeting on Oct. 13 and will discuss the disbursement of the 2018 NYS Construction Grants.

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 fielded inquiries about the NYS Construction Grant funding process at UHLS.

UNFINISHED BUSINESS:

AD HOC NORTH ALBANY BRANCH COMMITTEE: As noted at the last meeting, the committee continues to move forward with methods to collect input from the community about the future of the branch. The committee scheduled two community forums (Oct. 28 and Nov. 1). A survey, which will be made available online and at the branch, will also be distributed. Library administration will use social media, press releases, the website and e-newsletter, and signage to inform the public about the community forums and the survey.

NEW BUSINESS:

SUMMER READING PROGRAM PRESENTATION: Neuman presented a report on this year's Summer Reading Program. The library had 867 children and teens registered for the eight-week program designed to prevent the summer slide in reading and cognitive skills. APL also provided 304 free programs and activities to 6,172 children and teens across the seven branches to enhance their summer reading experience.

BACH BRANCH CLOSING EARLY FOR APL FOUNDATION GALA ON OCT. 21: Metzger put forth the request to close the Bach Branch at 3:00 pm on Saturday, Oct. 21, to allow staff and volunteers time to prepare the location for the APL Foundation's Literary Legends Gala that evening. Bechard made a motion, seconded by Finn, to approve the early closing at Bach. The motion was approved unanimously.

2018 UHLS CENTRAL LIBRARY DEVELOPMENT AID BUDGET: Jarzombek presented the draft 2018 UHLS central library development aid budget, which totals \$208,829. This spending plan benefits APL, which provides some library functions and collections as the

central library in the consortium of libraries in Albany and Rensselaer counties. Pitera made a motion, seconded by Finn, to approve the 2018 UHLS central library development aid budget as presented. The motion was approved unanimously.

CHANGING PART-TIME CLERK POSITION TO NON-COMPETITIVE STATUS: Jarzombek discussed how changing the part-time clerk position to a non-competitive status would open up the clerk hiring process to a wider range of applicants. The board's Personnel Committee reviewed the plan and recommended it for approval by the full board. The motion was seconded by Shearer and then approved unanimously. Jarzombek will send the request to the city of Albany's Civil Service Commission for consideration.

ADMINISTRATIVE STAFF (MANAGEMENT/CONFIDENTIAL TITLES) STATEMENT OF COMPENSATION, BENEFITS, AND WORK EXPECTATIONS: This document sets forth the terms and benefits of employment for the library's administrative staff in management/confidential titles, but does not constitute an employment agreement or contract. The statement details items including: work schedule, performance evaluation, leave and holidays, health insurance, and retirement plan, among others. The board's Personnel Committee reviewed the document and recommended it for approval by the full board. The motion was seconded by Bechard and then approved unanimously.

RAISE FOR ADMINISTRATIVE MANAGEMENT/CONFIDENTIAL STAFF: The board's Personnel Committee reviewed a plan to provide administrative staff in management/confidential titles with a 2.0% raise to start the next pay period. These employees last received a raise in December 2015. The Personnel Committee recommended the board approve the plan, and the motion was seconded by Robinson. The motion was approved unanimously.

EXECUTIVE DIRECTOR STATEMENT OF COMPENSATION, BENEFITS, AND WORK EXPECTATIONS: This document sets forth the terms and benefits of employment for the library's executive director, but does not constitute an employment agreement or contract. The statement details items including: salary and incentive compensation, work schedule, performance evaluation, leave and holidays, health insurance, and retirement plan, among others. The board's Personnel Committee reviewed the document and recommended it for approval by the full board. The motion was seconded by Bechard and then 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.

UNREPRESENTED EMPLOYEE EVALUATION: This existing document was amended to clarify language and timeline. The Policy & Governance Committee recommended the amended procedure for approval, and Bechard seconded the motion. The motion was approved unanimously.

EVALUATION OF BOARD OF TRUSTEES OPERATIONAL PROCEDURES: No changes were made during the biannual review of this document. The Policy &

Governance Committee recommended the full board approve the document, and Finn seconded the motion. The motion was approved unanimously.

EVALUATION OF EXECUTIVE DIRECTOR: The existing document was updated to require the executive director's evaluation to take place on the anniversary of his or her hire date. The Policy & Governance Committee recommended the amended document for approval, and Bechard seconded the motion. The motion was approved unanimously.

GROUP VISITS FROM SCHOOL, DAYCARE OR OTHER ORGANIZATIONS POLICY: No changes were made during the biannual review of this policy. The Policy & Governance Committee recommended the policy for approval by the full board, and Finn seconded the motion. The motion was approved unanimously.

NONDISCRIMINATION POLICY: The existing policy was updated to change the list of protected classes to align with the NYS Civil Rights Law. The Policy & Governance Committee recommended the amended policy for approval, and Bechard seconded the motion. The motion was approved unanimously.

COMMUNITY RELATIONS GOALS: The existing document was updated with minor copy edits. The Policy & Governance Committee recommended the amended policy for approval, and Calacone seconded the motion. The motion was approved unanimously.

DISSEMINATION OF LIBRARY INFORMATION: No changes were made during the biannual review of this policy. The Policy & Governance Committee recommended the policy for approval, and Finn seconded the motion. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Pitera made a motion, seconded by Calacone, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:24 pm.

NEXT MEETING: Tuesday, Nov. 14 – Delaware Branch at 6:00 pm