

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library

January 9, 2018

Arbor Hill/West Hill Branch

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

ABSENT: Michael Neppl, Jenna Pitera

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 Arbor Hill/West Hill, Washington Ave. branches)

CALL TO ORDER: Strong called the meeting to order at 6:06 pm.

ADOPTION OF AGENDA: The agenda was adopted as written.

PUBLIC COMMENT: No members of the public were present.

MINUTES: The draft minutes from the Dec. 5 regular board meeting were reviewed. Kane made a motion, seconded by Finn, to accept the minutes as written. The motion was approved unanimously.

The draft minutes from the Dec. 21 special meeting were reviewed. Bechard made a motion, seconded by Finn, 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 Nov. 30, 2017) was presented. Calacone made a motion, seconded by Finn, to approve the treasurer's report. The motion was approved unanimously and the report will be filed.

The updated check register (Dec. 23, 2017 through Jan. 10, 2018) was reviewed by the trustees. Kane made a motion, seconded by Robinson, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

NORTH ALBANY AD HOC COMMITTEE: Finn, who chaired the most recent committee meeting, reviewed the proceedings and the trustees had a discussion. Robinson is working with neighborhood leaders to convene a meeting of the community advisory group.

POLICIES AND PROCEDURES REVIEW: There are no updates. The Policy & Governance Committee is expected to meet in early February.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about the Social Justice Film Series, adult filmmaking workshops, and adult programming planning sessions.

UNFINISHED BUSINESS:

FIVE-YEAR FINANCIAL PLAN: Cullinan provided a brief overview of the five-year financial plan. The plan provides a starting point for development of the 2019 budget. Fund balance earmarks—for buildings, library operations, technology, vehicles, unrestricted—will be added to the plan. Calacone made a motion, seconded by Robinson, to table a vote on the five-year financial plan so the earmarks can be finalized. The motion was approved unanimously, and the five-year financial plan will be put on the February meeting agenda.

UPDATE ON NORTH ALBANY BRANCH: This item was discussed during the committee report section of the meeting.

UPDATE ON STRATEGIC PLAN: Strong handed out draft copies of the strategic plan that were prepared by consultant Nancy Meyers Preston. The trustees reviewed the document and had a discussion about its contents. Strong requested the trustees share comments with her within the next two weeks. The Strategic Plan Ad Hoc Committee will meet before the next full board meeting to review the comments and incorporate them into the document. The full board will vote on the final strategic plan at the February meeting.

REPORT ON QUARTERLY EVALUATION OF BOARD MEETINGS: Strong shared the evaluation results with the board. She noted that the Executive Committee will be reviewing and updating the survey instrument before the next evaluation period.

NEW BUSINESS:

UHLAN AGREEMENT EXTENSION: The board reviewed the Upper Hudson Library Access Network (UHLAN) agreement extension documents, which include adjustments to APL's fee for participation. Kane made a motion, seconded by Bechard, to approve the UHLAN agreement extension. The motion was approved unanimously.

SUSTAINABLE LIBRARIES INITIATIVE: Jarzombek proposed that APL apply for the New York Library Association (NYLA) Sustainable Library Certification Program that is designed to help libraries "improve their triple bottom line as environmental stewards, economically feasible institutions, and as community leaders that place great stock in social equity." Calacone made a motion, seconded by Shearer, to authorize Jarzombek to apply for the NYLS Sustainable Library Certificate Program. The motion was approved unanimously.

GASB 45 VALUATION: Cullinan presented the Government Accounting Standards Board Statement No. 45 (GASB 45) disclosure and 2017 annual OPEB (other postemployment

benefits) cost report for the library's post-retirement medical plan. She noted this report, which forecasts APL's health care liability, is prepared every three years.

CAPRI GRANT: Jarzombek discussed two APL projects that are applying for funding through the City of Albany Poverty Reduction Initiative (CAPRI) grant cycle. The library is a partner with New York Wired on an online resource for job seekers. APL is also pursuing funding for a page training program for adults.

2017 STAFF SURVEY RESULTS: Metzger presented results from the 2017 staff survey, which were discussed by the board.

PUBLIC COMMENT: Arlene Way, of Arbor Hill, expressed her pleasure with the library and its efforts on behalf of the community.

ADJOURNMENT: Robinson made a motion, seconded by Finn, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:13 pm.

NEXT MEETING: Tuesday, Feb. 13 – North Albany Branch at 6:00 pm