

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library February 13, 2018 North Albany Branch

**TRUSTEES IN ATTENDANCE:** Karen Strong (president), Alison Calacone (vice president for finance), Brenda Robinson (secretary), Michael Neppl, Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

**ABSENT:** Andrew Bechard (vice president)

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (east branches manager)

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

**ADOPTION OF AGENDA:** The agenda was adopted as written.

**PUBLIC COMMENT:** Mary McCarthy of Loudonville spoke in support of keeping the North Albany Branch open.

**MINUTES:** The draft minutes from the Jan. 9 regular board meeting were reviewed and one correction noted. Shearer made a motion, seconded by Robinson, to accept the corrected minutes. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** An overview of the treasurer's report (covering finances from Jan. 1 through Dec. 31, 2017) was presented.

The updated check register (Jan. 11 through Feb. 14, 2018) was reviewed by the trustees. Calacone made a motion, seconded by Kane, to accept the check register and approve it for payment. The motion was approved unanimously.

#### **COMMITTEE REPORTS:**

**EXECUTIVE COMMITTEE:** Strong reviewed the committee's last meeting with the trustees.

**FINANCE COMMITTEE:** Calacone provided an overview of the five-year financial plan and proposed 2019 budget scenarios that were discussed at the committee's most recent meeting.

**POLICY & GOVERNANCE COMMITTEE:** Robinson briefly reviewed the minutes from the committee's last meeting.

**STRATEGIC PLAN AD HOC COMMITTEE:** Strong provided a brief overview of the minutes from the committee's most recent meeting.

**POLICIES AND PROCEDURES REVIEW:** Two policies were reviewed by the Policy & Governance Committee and submitted for full board approval in the new business portion of the meeting.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about use of the North Albany Branch by students and statistics.

**UNFINISHED BUSINESS:**

**NORTH ALBANY BRANCH UPDATE:** Jarzombek provided an update on his communication with the Albany Housing Authority. Robinson shared information about the community advisory group she is assembling. Strong requested that the group's meeting date be shared with the full board once it is scheduled.

**STRATEGIC PLAN REVIEW:** Strong reviewed the 2018-2020 strategic plan that is recommended for approval by the Strategic Plan Ad Hoc Committee. Calacone seconded the motion. The 2018-2020 strategic plan was approved unanimously.

**FIVE-YEAR FINANCIAL PLAN:** Calacone reviewed updates to the five-year strategic plan. The trustees engaged in a discussion about specific lines and amounts in the plan. Calacone made a motion, seconded by Pitera, to approve the five-year financial plan. The motion passed by a vote of five in favor and three against. (Calacone, Kane, Nepl, Pitera, and Finn voted yes. Strong, Robinson, and Shearer voted no.)

**NEW BUSINESS:**

**PROPOSED 2019 BUDGET:** Trustees were presented with several options for the 2019 budget, and engaged in a discussion about the merits of those scenarios. When it became clear that there was a lack of consensus among the trustees, they requested more information be prepared and a special budget session be scheduled.

Library administration will revise the budget options with updated data, prepare a list of facility projects for 2019, and schedule a budget workshop for the trustees on March 6. The updated scenarios and information will be presented at that special meeting, so trustees can have a full dialogue about the 2019 budget proposals before making a decision.

**POLICY UPDATES:** The Policy & Governance Committee recommended approval of the updated Albany Made Policy. Nepl seconded the motion. The motion was approved unanimously.

The Policy & Governance Committee recommended approval of the updated Hazardous Materials Policy. Kane seconded the motion. The motion was approved unanimously.

**QUARTERLY EVALUATION OF BOARD MEETING:** This item was tabled until the next regular meeting.

**PUBLIC COMMENT:** Tony Rodriguez of North Albany spoke in favor of keeping the North Albany Branch open, and requested some information from the executive director about that location.

**ADJOURNMENT:** Robinson made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:26 pm.

**NEXT MEETING:** Special Budget Session | Tuesday, March 6 | Washington Ave. Branch | 6:00 pm