

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library March 13, 2018 Howe Branch

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

LATE: Jenna Pitera (6:07 pm)

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: Bechard made a motion, seconded by Robinson, to approve the agenda as written. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public commented.

MINUTES: The draft minutes from the Feb. 13 regular board meeting were reviewed. Shearer made a motion, seconded by Bechard, to accept the minutes as written. The motion was approved unanimously.

The draft minutes from the March 6 special board budget session were reviewed. Calacone 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 Jan. 31, 2018) was presented.

The updated check register (Feb. 15 through March 14, 2018) 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:

EXECUTIVE COMMITTEE: Strong noted that the committee minutes were provided to trustees in the pre-meeting packet.

FACILITIES COMMITTEE: Finn handed out the minutes at the meeting and provided a brief overview for the trustees.

PERSONNEL COMMITTEE: Pitera provided an overview of the minutes, which were handed out at the meeting.

POLICIES AND PROCEDURES REVIEW: The Policy & Governance Committee did not meet this month, so no changes have been made to the policies and procedures grid.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about the St. Patrick's Day float, new way of reporting statistics in monthly report, and circulation numbers.

UNFINISHED BUSINESS:

NORTH ALBANY BRANCH AD HOC COMMITTEE UPDATE: Robinson provided an updated about the community advisory working group, which is expected to meet before the next full board meeting. Strong explained that the community advisory group's role is to advise the Ad Hoc Committee. That committee will share its findings and recommendations to the full Board of Trustees, which will make final decisions about issues related to service to the North Albany neighborhood. Robinson will report the outcome of the community advisory working group session to the full board at its next meeting.

NEW BUSINESS:

TAX CAP OVERRIDE: Every year, library counsel recommends the board pass a resolution overriding the tax cap limit because of the complex nature of the law and formula. The 2019 tax cap will not be finalized by New York State until late this summer, so the library budget was built using an estimate. Calacone made a motion, seconded by Bechard, to approve the tax cap override. The motion was approved by a vote of 7-2. (Yes: Strong, Bechard, Calacone, Kane, Neppl, Pitera, Finn. No: Robinson, Shearer.) *(Full tax cap override resolution attached to minutes.)*

2019 PROPOSED BUDGET:

As discussed at the special budget session conducted by the board on March 6, the trustees were presented with a budget scenario that includes a tax levy increase of 3%. Neppl made a motion, seconded by Calacone, to approve the proposed 2019 budget which includes a 3% tax levy increase. The motion was approved by a vote of 5-4. (Yes: Neppl, Kane, Finn, Calacone, Bechard. No: Strong, Shearer, Robinson, Pitera.)

Kane noted that trustees were not given an opportunity to discuss the proposed budget motion before it was put to a vote.

Neppl made a motion, seconded by Finn, to reconsider the previous action regarding the 2019 budget with a 3% tax levy increase. The motion to reconsider that action was approved by a vote of 8-1 (Yes: Neppl, Kane, Finn, Calacone, Strong, Shearer, Robinson, Pitera. No: Bechard.)

Neppl made a motion, seconded by Calacone, to re-approve the 2019 budget with a 3% tax levy increase. The trustees discussed this proposal. Upon a vote, the motion was

denied by a tally of 4-5. (Yes: Bechard, Calacone, Finn, Neppl. No Strong, Kane, Robinson, Pitera, Shearer.)

The trustees engaged in a substantive discussion about the amount of tax levy increase that should be considered and how different options would impact taxpayers and library services. The board considered five budget scenarios ranging from no tax levy increase up to a 3% increase.

Kane made a motion, seconded by Pitera, to approve a 2019 budget with a 2% tax levy increase. This budget would carry an operating tax levy of \$7,153,022. The spending plan would allow the library to meet patron demand for more hours, programming, and meeting room availability, and continue service to the North Albany neighborhood while the board continues discussions with staff and the public about how to best serve this community. The motion for a 2019 budget with a 2% tax levy increase was approved by a vote of 6-3. (Yes: Kane, Pitera, Bechard, Neppl, Calacone, Finn. No: Shearer, Robinson, Strong.)

2019 PROPOSED TAX LEVY: The board considered a resolution to direct the City School District of Albany to place the following question before voters at the district's annual meeting on May 15, 2018: "Shall the sum of \$7,153,022 be raised by annual levy of a tax upon the taxable real property within the City School District of Albany for the purpose of funding the operating budget of the Albany Public Library?". Calacone made a motion, seconded by Bechard, to approve the tax levy resolution. The motion was approved by a vote of 7-2. (Yes: Strong, Bechard, Calacone, Kane, Neppl, Pitera, Finn. No: Shearer, Robinson.) Thus, the 2019 operating tax levy of \$7,153,022 will be presented to voters on May 15, 2018. *(Full tax levy resolution attached to minutes.)*

2017 NEW YORK STATE ANNUAL REPORT: An updated version of the report was handed out at the meeting. Kane made a motion, seconded by Robinson, to approve the 2017 NYS Annual Report. The motion was approved 8-1 (Yes: Strong, Bechard, Calacone, Kane, Neppl, Pitera, Finn, Robinson. No: Shearer.).

PUBLIC-EDUCATIONAL-GOVERNMENT (PEG) ACCESS TV STUDIO LICENSE AGREEMENT: The proposed agreement was handed out at the meeting. The library has been working with the city of Albany on this agreement that allows the PEG Access TV staff and volunteers to use the studio space in the basement of the Washington Ave. Branch. Robinson made a motion, seconded by Bechard, to approve the PEG Access TV Studio License Agreement. The motion was approved unanimously and the agreement will be executed by the library's executive director.

QUARTERLY EVALUATION OF BOARD MEETING: The evaluation forms were handed out to trustees, who filled them out and returned them to the board president. Results from the evaluation will be shared at the April meeting.

PUBLIC COMMENT: No members of the public commented.

ADJOURNMENT: Pitera made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:51 pm.

NEXT MEETING: Tuesday, April 10 | Bach Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by Calacone, and seconded by Bechard, it was

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2019 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

Dated: March 13, 2018

A handwritten signature in black ink, appearing to read 'Brenda Robinson', is written over a horizontal line.

Brenda Robinson, Secretary

Vote: 7 In Favor
 2 Opposed
 Abstentions

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by Calacone, and seconded by Bechard, it was

RESOLVED that, pursuant to Sections 259 and 260 of the Education Law, the Board of Trustees of the Albany Public Library will submit the following question to the voters at the annual meeting of the City School District of Albany to be held on May 15, 2018:

Shall the sum of \$ 7,153,022 be raised by annual levy of a tax upon the taxable real property within the City School District of Albany for the purpose of funding the operating budget of the Albany Public Library?

YES 7

NO 2

Dated: March 13, 2018



Brenda Robinson, Secretary

Vote: 7 In Favor
 2 Opposed
 Abstentions

ON THIS 13 DAY OF March, 2018
BEFORE ME CAME Brenda Robinson
KNOWN TO BE THE INDIVIDUAL DESCRIBED IN AND
WHO EXECUTED THE FOREGOING INSTRUMENT.



MARGARET MAURER
NOTARY PUBLIC-STATE OF NEW YORK
No. 01MA6090046
Qualified in Albany County
My Commission Expires April 07, 2019