

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library April 10, 2018 Bach Branch

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

LATE: Jenna Pitera (6:07 pm), Andrew Bechard (vice president) (6:10 pm), Elissa Kane (6:21 pm)

ABSENT: Michael Neppi

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Mary Coon (west branches manager), Robert Schofield (counsel)

CALL TO ORDER: Strong called the meeting to order at 6:04 pm.

ADOPTION OF AGENDA: Shearer made a motion, seconded by Finn, to approve the agenda as written. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public commented.

AUDIT REPORT BY MARVIN & COMPANY: Carol Hausamann and Christopher Healy from Marvin & Company presented findings from the 2017 library audit during which the company reviewed APL's financial statements and produced an independent auditor's report. The auditors suggested one change to the library's procedures regarding reporting of tax revenue and deferred tax revenue, which was implemented immediately by staff.

MINUTES: The draft minutes from the March 13 regular board meeting were reviewed. Two corrections regarding public attendance were noted. Bechard made a motion, seconded by Pitera, 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 Feb. 28, 2018) was presented.

The updated check register (March 15 through April 11, 2018) was reviewed by the trustees. Robinson made a motion, seconded by Kane, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

POLICY & GOVERNANCE COMMITTEE: Robinson noted that the committee minutes were provided to trustees in the pre-meeting packet and gave a brief overview.

NORTH ALBANY BRANCH AD HOC COMMITTEE: Robinson reported that the North Albany Community Working Group, which is comprised of volunteers from the around the city, met on March 22 and shared their ideas about needed library services with the Ad Hoc Committee. The North Albany Ad Hoc Committee will meet again to discuss those ideas and formulate a proposal to bring to the full board.

POLICIES AND PROCEDURES REVIEW: Metzger gave a brief overview of the seven policies reviewed by the Policy & Governance Committee and set for approval by the full board at the meeting.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about statistics, study and meeting room usage, and closing the front entrance at Washington Ave. during the St. Patrick's Day parade.

NEW BUSINESS (PART 1):

2017 COMMUNITY REPORT & 2019 BUDGET PRESENTATION: Jarzombek said he and other APL leaders and trustees have been visiting Albany neighborhood associations to deliver the 2017 community report and information about the 2019 budget. The May 15 budget vote was discussed by Jarzombek on the Focus on Albany podcast, and will be the subject of an upcoming Albany Made podcast.

UNFINISHED BUSINESS:

REPORT ON QUARTERLY EVALUATION OF THE BOARD MEETING: Strong gave an overview of the evaluation results from the March board meeting. The trustees engaged in a discussion about how to improve the budget development process and flow of the meetings moving forward. They also discussed having counsel present at more board meetings, especially during budget planning, to provide expert advice and act as parliamentarian.

NEW BUSINESS (PART 2):

UPDATE ON STRATEGIC PLAN: Metzger said the Strategic Plan Tactics Group, comprised of the assistant director, a librarian III, a librarian II, a librarian I, a senior clerk, and the public information specialist, met recently to develop tactics for the goals and objectives. The group will next develop success indicators and metrics to go along with the tactics.

REVIEW OF UPDATED POLICIES:

WORK SCHEDULE, FLEX TIME, AND OVERTIME/COMPENSATORY TIME POLICY FOR ADMINISTRATIVE STAFF: The policy was reviewed by the Policy & Governance Committee, which recommended the policy be approved as it stands. The motion was seconded by Kane, and approved unanimously.

BEHAVIOR POLICY: The policy was reviewed by the Policy & Governance Committee, which recommended several changes. The Committee moved the updated policy be approved by the full board. The motion was seconded by Kane, and approved unanimously.

BOARD MEETING ABSENCE POLICY: The policy was reviewed by the Policy & Governance Committee, but upon discussion with counsel, requires more review. The policy will go back to the committee for further review and revision.

DISPLAYS & PUBLIC NOTICES POLICY: The policy was reviewed by the Policy & Governance Committee, which recommended several updates. The Committee moved the updated policy be approved by the full board. The motion was seconded by Calacone, and approved unanimously.

INTERNET USE POLICY: The policy was reviewed by the Policy & Governance Committee, which recommended several changes. The Committee moved the updated policy be approved by the full board. The motion was seconded by Bechard, and approved unanimously.

SOCIAL MEDIA POLICY: The policy was reviewed by the Policy & Governance Committee, which recommended the policy be approved as it stands. The motion was seconded by Kane, and approved unanimously.

WEBSITE PRIVACY POLICY: The policy was reviewed by the Policy & Governance Committee, which recommended the policy be approved as it stands. The motion was seconded by Finn, and approved unanimously.

PUBLIC COMMENT: No members of the public commented.

ADJOURNMENT: Bechard made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:42 pm.

NEXT MEETING: Tuesday, May 8 | Washington Ave. Branch at 6:00 pm