

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library May 8, 2018 Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Andrew Bechard (vice president), Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

ABSENT: Alison Calacone (vice president for finance), Brenda Robinson (secretary), 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 (central branches manager), Gillian Friedlander (volunteer coordinator)

CALL TO ORDER: Strong called the meeting to order at 6:01 pm.

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

PUBLIC COMMENT: No members of the public were present.

MINUTES: The draft minutes from the April 10 regular board meeting were reviewed. Kane 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 March 31, 2018) was presented.

The updated check register (April 12 through May 9, 2018) was reviewed by the trustees. Pitera made a motion, seconded by Finn, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

FACILITIES COMMITTEE: Finn handed out a written report and briefly reviewed it with the trustees.

UHLS LIAISON: Finn provided a brief oral report of some agenda items to be discussed at the following day's Upper Hudson Library System meeting.

PEG LIAISON: Metzger provided an oral report of the most recent meeting of the PEG public access television station board.

POLICIES AND PROCEDURES REVIEW: Metzger noted there are no changes as the Policy and Governance Committee has not met since the last board meeting.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about the Charity of Choice donation for the Raising a Reader program and the potential merger of the Friends of APL and the APL Foundation.

UNFINISHED BUSINESS: There were no items under unfinished business.

NEW BUSINESS:

REPORT ON RESULTS OF SPRING PATRON SURVEY: Jarzombek presented the results from the April patron survey, which focused on customers' awareness and use of the library's technology tools. The results indicate that APL needs to make the technology offerings more front facing for patrons, and to focus marketing efforts. Administration will work on an updated information technology plan.

STAFF REPORT ON OUTREACH: Gillian Friedlander, APL volunteer coordinator, gave a presentation about her efforts to recruit volunteer workers and fielded questions from the trustees.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Pitera made a motion, seconded by Shearer, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:53 pm.

NEXT MEETING: Tuesday, June 12 | Delaware Branch at 6:00 pm