

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library June 12, 2018 Delaware Branch

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

**ABSENT:** Brenda Robinson (secretary), Jenna Pitera

**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), Robert Schofield (counsel), Alexis Bhagat (executive director, APL Foundation)

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

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

**PUBLIC COMMENT:** No members of the public were present.

**PRESENTATION BY APL FOUNDATION:** Alexis Bhagat, executive director of the APL Foundation, discussed his organization's merger with the Friends of APL and ongoing fundraising campaigns.

**MINUTES:** The draft minutes from the May 8 regular board meeting were reviewed. Bechard made a motion, seconded by Kane, 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 April 30, 2018) was presented.

The updated check register (May 10 through June 13, 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:**

**NORTH ALBANY BRANCH AD HOC COMMITTEE:** Calacone provided an overview of the most recent meeting and the resolution the committee was putting forward at the full board meeting.

**FINANCE COMMITTEE:** Calacone presented the committee report and covered the main contents.

**POLICY & GOVERNANCE COMMITTEE:** Shearer presented the committee report.

**PERSONNEL COMMITTEE:** Strong distributed a report of the latest committee meeting and reviewed its contents.

**EXECUTIVE COMMITTEE:** Strong distributed a report of the latest committee meeting and discussed its main points.

**UHLS LIAISON:** Finn reviewed documents that were on the agenda 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.

**EXECUTIVE SESSION TO DISCUSS POSSIBLE LEGAL AND PERSONNEL MATTER REGARDING A SPECIFIC EMPLOYEE:** Calacone made a motion, seconded by Kane, to enter into executive session for the purpose of discussing a possible legal issue and personnel matter regarding a specific employee. The motion was approved and the trustees entered executive session at 7:08 pm.

The board concluded executive session at 8:16 pm and took a short break. The trustees re-entered public session at 8:20 pm.

**POLICIES AND PROCEDURES REVIEW:** The updated policy grid was provided in the board packet.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek.

**UNFINISHED BUSINESS:** There were no items under unfinished business.

**NEW BUSINESS:**

**RESOLUTION FROM NORTH ALBANY BRANCH AD HOC COMMITTEE:** The committee put forth the following resolution recommending that the "North Albany Branch remain open at its current location" and that the North Albany Branch Ad Hoc Committee "be tasked to work with staff and consider community input to explore the future best use of the branch." The motion was seconded by Bechard, and was approved unanimously.

**MEETING ROOM REQUEST GUIDELINES & POLICY:** This item was tabled until the July meeting.

**TOBACCO USE POLICY REVIEW:** The Policy & Governance Committee put forth a motion, seconded by Neppl, to approve the revisions to the Tobacco Use Policy. The motion was approved unanimously.

**QUARTERLY EVALUATION OF BOARD MEETING:** Trustees were handed the survey form, which they were to return to Strong.

**PUBLIC COMMENT:** No members of the public were present.

**EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER REGARDING A SPECIFIC EMPLOYEE:**

Nepl made a motion, seconded by Strong, to enter into executive session for the purpose of discussing a personnel matter regarding a specific employee. The motion was approved and the trustees entered executive session at 8:30 pm.

Shearer made a motion, seconded by Nepl, to end executive session. The motion was approved unanimously and executive session concluded at 8:56 pm. The trustees immediately re-entered public session at 8:56 pm.

**ADJOURNMENT:** Finn made a motion, seconded by Shearer, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:57 pm.

**NEXT MEETING:** Tuesday, July 10 | Pine Hills Branch at 6:00 pm