

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library July 10, 2018 Pine Hills Branch

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

LATE: Brenda Robinson (secretary) (6:02 pm), Michael Neppl (6:09 pm)

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 6:00 pm.

ADOPTION OF AGENDA: Pitera made a motion, seconded by Bechard, 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 June 12 regular board meeting were reviewed. Calacone made a motion, seconded by Shearer, 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 May 31, 2018) was presented.

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

COMMITTEE REPORTS:

UHLS LIAISON: Finn provided a brief report.

POLICIES AND PROCEDURES REVIEW: The updated policy grid was reviewed by Metzger.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded questions about: the early literacy program, Summer Reading Program outreach, and recent HVAC issues.

UNFINISHED BUSINESS:

RESULTS OF QUARTERLY EVALUATION OF BOARD MEETING: Strong provided an overview of the results and comments.

NEW BUSINESS:

APPOINTMENT OF BOARD TREASURER: Calacone made a motion, seconded by Robinson, to re-appoint Charles Slatterick to the consultant position of board treasurer for a 12-month term. The motion was approved unanimously.

ELECTION OF BOARD OFFICERS: The board held elections for president, vice president, vice president for finance, and secretary. Each appointment is effective from July 2018 through June 2019.

President: Strong was nominated for president by Robinson and seconded by Shearer. No other nominations were submitted. Upon a vote, Strong was elected unanimously.

Vice President: Bechard was nominated for vice president by Calacone and seconded by Kane. No other nominations were submitted. Upon a vote, Bechard was elected unanimously.

Vice President for Finance: Calacone was nominated for vice president for finance by Bechard and seconded by Finn. No other nominations were submitted. Upon a vote, Calacone was elected unanimously.

Secretary: Robinson was nominated for secretary by Strong and seconded by Finn. No other nominations were submitted. Upon a vote, Robinson was elected unanimously.

APPOINTMENT OF UHLS LIAISON: Finn volunteered to continue as UHLS liaison/board member for the next year.

BOARD MEETING SCHEDULE FOR 2019: The proposed board meeting schedule for 2019 was reviewed by the trustees. Kane made a motion to approve the schedule, which was seconded by Robinson. The 2019 board meeting schedule was approved unanimously.

MEETING ROOM REQUEST & GUIDELINES POLICY DISCUSSION: The trustees reviewed the current policy and discussed options for adjustments, including the viability of charging for-profit organizations to use the meeting rooms. After a lengthy discussion of several issues and possible options for policy adjustments, the board agreed to send the policy back to the Policy & Governance Committee with the request for (1) a cost-benefit analysis, (2) exploration of what other libraries do to find a model that might work for APL, and (3) discuss the recent changes to the ALA Bill of Rights and if those language updates should be adopted by APL.

PROPOSED HOURS CHANGE DISCUSSION: Jarzombek discussed the proposed hours expansion with the trustees. The proposal, the cost of which is covered by the budget, would impact the Thursday schedule: add two morning hours (10 am-12 pm) at both Howe and Pine Hills and add two evening hours (6-8 pm) to Washington Ave. After a discussion, Pitera made a motion, seconded by Neppl, to approve adding Thursday

hours to the three branches as detailed above. The motion was approved unanimously, and the hours expansion will start the first week of September 2018.

ADMINISTRATIVE RESTRUCTURING & NEW ORGANIZATIONAL CHART: Jarzombek reviewed an updated organizational chart and shared some changes in reporting structure and responsibilities on the administration side. Calacone made a motion, seconded by Bechard, to approve the updated organizational chart. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Calacone made a motion, seconded by Bechard, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:29 pm.

NEXT MEETING: Tuesday, August 14 | Arbor Hill/West Hill Branch at 6:00 pm