

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library September 11, 2018 North Albany Branch

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

**LATE:** Andrew Bechard (vice president) (6:05 pm)

**ABSENT:** Brenda Robinson (secretary)

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (head of east branches), Lisa Neuman (head of youth services), Robert Schofield (counsel)

**CALL TO ORDER:** Strong called the meeting to order at 6:03 pm.

**ADOPTION OF AGENDA:** Calacone made a motion, seconded by Pitera, 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 Aug. 14 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 July 31, 2018) was presented.

The updated check register (Aug. 16 through Sept. 12, 2018) was reviewed by the trustees. Kane made a motion, seconded by Calacone, to accept the check register and approve it for payment. The motion was approved unanimously.

#### **COMMITTEE REPORTS:**

**FACILITIES COMMITTEE:** The committee did not meet, but brought the facility vehicle purchase to the full board for review and action during the new business portion of the meeting.

**PEG BOARD:** Metzger discussed the PEG Board's most recent meeting.

**POLICIES AND PROCEDURES REVIEW:** There were no updates as the Policy & Governance Committee did not meet in the previous month.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about recent youth behavior issues at the Arbor Hill/West Hill Branch, which transitioned into a full board discussion about this topic.

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

**NEW BUSINESS:**

**2019 SCHEDULE OF SERVICE:** The board briefly reviewed the proposed schedule of service for next year. Calacone made a motion, seconded by Bechard, to approve the 2019 schedule of service. The motion was approved unanimously.

**CLOSE HOWE BRANCH ON OCT. 20 AT 3 PM FOR APL FOUNDATION GALA:**

Administration proposed closing the Howe Branch early, at 3 pm, on Saturday, Oct. 20, to allow staff and volunteers to prepare for that evening's APL Foundation Literary Legends Gala. The other branches would be open with regular hours that day. Pitera made a motion, seconded by Shearer, to allow the Howe Branch to close at 3 pm on Oct. 20, 2018. The motion was approved unanimously.

**M/C ANNUAL ASSESSMENTS:** Jarzombek said he will be bringing the performance assessments of management/confidential employees to the board for approval starting this month. He said Rebecca Lubin, head of east branches, and Marjorie Reinhart, human resources and finance manager, passed their annual performance reviews and he was recommending a 3.5 percent raise for each of them. Bechard made a motion, seconded by Neppl, to approve the assessments and raises for Lubin and Reinhart. The motion was approved unanimously.

**MARY CULLINAN AGREEMENT:** Jarzombek asked the board to approve an agreement with Mary Cullinan, chief financial officer, that would allow her to retire from the library several months early with her health insurance benefits. Kane made a motion, seconded by Bechard, to approve the retirement agreement with Cullinan. The motion was approved unanimously. Cullinan's last day will be Dec. 7, 2018.

**DECOMMISSIONED PRINTERS:** Jarzombek requested approval from the board to give six decommissioned printers to non-profit community partners and other libraries in the region. Kane made a motion, seconded by Bechard, to allow administration to give these decommissioned printers to community partners. The motion was approved unanimously.

**NEW FACILITY DEPARTMENT VEHICLE:** Jarzombek presented the board with a proposal to purchase one new van for facility department use. The vehicle would replace an aging and ailing van, at a cost not to exceed \$37,500. The 2018 budget includes the replacement of one facility vehicle. After a discussion, Bechard made a motion, seconded by Calacone, to approve the vehicle purchase. The motion was approved unanimously.

**SUMMER READING PROGRAM PRESENTATION:** Neuman provided a presentation to the board about the 2018 Summer Reading Program. She indicated that APL exceeded the registration goal of 1,200 students by 24 percent, and had an overall participation rate of 46 percent. There was a 130 percent increase in the number of participants getting to the 10-hours-of-reading mark. And, the library saw 122 children and teens complete the 50-hour reading challenge goal. The trustees engaged in a discussion about the program's particulars and accomplishments.

**QUARTERLY EVALUATION OF BOARD MEETING:** Trustees completed surveys about the September meeting. The evaluation report will be shared at the October meeting.

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

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

**NEXT MEETING:** Tuesday, October 9 | Howe Branch at 6:00 pm