

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 9, 2018 Howe Branch

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

LATE: Michael Nepl (6:19 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (east branches manager), Rebecca Del Gaizo (administrative assistant), Robert Schofield (counsel)

CALL TO ORDER: Strong called the meeting to order at 6:05 pm.

PUBLIC COMMENT: No comments from the public were made.

MINUTES: The draft minutes from the September 11 regular board meeting were reviewed. Bechard made a motion, seconded by Robinson, to accept the minutes with one correction. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from January 1 through July 31, 2018) was presented and will be filed.

The updated check register (September 13, 2018 through October 10, 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 & LIAISON REPORTS:

JOINT MEETING WITH FINANCE COMMITTEE AND POLICY & GOVERNANCE

COMMITTEE: Calacone provided an update of the most recent meeting, which discussed eliminating library fines for patrons. Administration will do more research and provide it to the trustees for discussion at the next joint meeting of the Finance and Policy & Governance committees.

UHLS BOARD: Finn provided a brief report about the UHLS board meeting. He reported that the NYS Construction Grant request, which is administered through UHLS, to fund the Howe Branch roof replacement was approved for 80 percent of the requested amount.

PEG BOARD: Jarzembek discussed the PEG Board's most recent information meeting. The public access TV group is preparing to purchase new equipment for the studio once new quotes are obtained.

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 also shared an update about after-school issues with teens at the Arbor Hill/West Hill Branch. The library has met with a number of involved organizations, including the City School District of Albany, Arbor Hill Neighborhood Association, SNUG, and City of Albany Department of Recreation, to discuss possible solutions. The board had a discussion about the issues, and Jarzombek indicated that APL will continue to work with city, community, and school organizations.

UNFINISHED BUSINESS:

REPORT ON QUARTERLY EVALUATION OF BOARD MEETING: Strong reviewed the results from the evaluation, and the trustees briefly discussed the committee meeting structure.

NEW BUSINESS:

QUARTERLY UPDATE ON STRATEGIC PLAN: Jarzombek provided a presentation to the board about progress on the goals, objectives, and tactics of the strategic plan, which runs through 2020.

M/C ANNUAL ASSESSMENTS: Jarzombek discussed the annual assessments for Assistant Director Melanie Metzger and Facilities Manager Dan Altheiser. Jarzombek said both employees passed their annual reviews. Jarzombek recommended a 2.5 percent raise for Metzger and a 3.5 percent raise for Altheiser. Pitera made a motion, seconded by Bechard, to approve the requested raises for these management/confidential employees. The motion was approved unanimously.

2019 UHLS CENTRAL LIBRARY DEVELOPMENT AID BUDGET: Jarzombek presented the draft 2019 UHLS central library development aid budget, which totals \$207,868. This spending plan benefits APL, which provides some library functions and collections as the central library in the consortium of libraries in Albany and Rensselaer counties. Calacone made a motion, seconded by Finn, to approve the UHLS central library development aid budget as presented. The motion was approved unanimously.

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY: Schofield gave a brief overview of the updated policy, which reflects new anti-discrimination and anti-harassment laws recently passed in New York State. To be fully compliant with the new law, the library was required to approve the policy by October 9, 2018. Neppl made a motion, seconded by Shearer, to approve the updated policy as presented in order to be in compliance with NYS law and then send the document to the Policy & Governance Committee for a more thorough review. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: Bechard made a motion, seconded by Shearer, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:25 pm.

NEXT MEETING: Tuesday, November 13 | Bach Branch at 6:00 pm