

APPROVED MINUTES
Meeting of the Board of Trustees of the Albany Public Library
November 13, 2018
Bach 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

ABSENT: Michael Neppi

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), Rebecca Del Gaizo (Administrative Assistant), Charles Sullivan (Union Representative)

CALL TO ORDER: Strong called the meeting to order at 6:02 pm.

PUBLIC COMMENT: No members of the public made comments.

MINUTES: The draft minutes from the October 9 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 & CHECK REGISTER: The updated check register (October 11, 2018 through November 14, 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 AND LIAISON REPORTS:

FINANCE COMMITTEE: Calacone reviewed the November 1 Finance Committee meeting, which included a discussion of budget options for the five-year financial plan.

POLICY & GOVERNANCE COMMITTEE: Robinson reported on the October 30 Policy & Governance Committee meeting where the group reviewed several proposed policy updates that will be brought before the full board.

JOINT MEETING WITH FINANCE COMMITTEE AND POLICY & GOVERNANCE

COMMITTEE: Calacone provided a recap of the most recent joint meeting of these two committees, which continued the discussion of going fine free for patrons. The trustees then had a brief discussion of the proposed fine free plan.

REVIEW OF POLICIES AND PROCEDURES GRID: Jarzombek reported that the review of policies and procedures will be done on a quarterly basis moving forward.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He also provided an update on Arbor Hill/West Hill Branch after-school behavioral issues, and fielded questions about the vacant Librarian III position, retirement of the CFO, and proposed passport program.

UNFINISHED BUSINESS:

STRATEGIC PLAN PROGRESS DISCUSSION: The board had a very brief discussion about the plan, which is moving forward.

NEW BUSINESS

POLICY REVIEW:

- **ROOM USE POLICY:** After guidance from Schofield and a discussion, Pitera made a motion, seconded by Bechard, to approve the amended policy. The motion was approved unanimously.
- **INTERNET USE POLICY:** Kane motioned, seconded by Calacone, to approve the amended policy, which merges the current Internet Use and WiFi policies. The motion was approved unanimously.
- **BOARD EXPECTATIONS:** Calacone made a motion, seconded by Bechard, to adopt the procedure as recommended by the Executive Committee. The trustees had a lengthy discussion about board expectations, what should be included, if it is covered in the by-laws, and if it should be a policy or guideline document. The policy was drafted by Executive Committee. A new motion was moved by Kane, and seconded by Calacone, to return the draft document to the Executive Committee for full development and recommendation. That motion was approved unanimously.

FINE FREE PROPOSAL: The trustees had a detailed discussion about the proposed fine free policy, which would eliminate late fines from certain library materials starting on January 1, 2019. Much of the discussion centered on whether the policy should apply to only Albany residents, who hold cards from APL, or to everyone who has a card from any Upper Hudson Library System library. Calacone made a motion, seconded by Pitera, to eliminate late fees for books, DVDs, CDs, and audiobooks for all UHLS cardholders who use APL libraries starting on January 1, 2019. The motion was approved upon a vote of 6-2. (Bechard, Shearer, Calacone, Strong, Kane, and Pitera voted yes. Robinson and Finn voted no.)

FIVE-YEAR FINANCIAL PLAN UPDATE: Cullinan presented the five-year financial plan, which serves as a forecast for the library and is updated annually. The Finance Committee has discussed the plan and fully vetted it. The Finance Committee made a motion, seconded by Kane, to accept the updated five-year financial plan. The motion was approved unanimously.

CALENDAR OF 2019 COMMITTEE MEETINGS: The trustees discussed a proposed committee meeting schedule structure for 2019 and agreed to move forward with scheduling committee meetings at least three months in advance.

RECOGNITION OF MARY CULLINAN: Board members thanked Cullinan for her service to APL as the system's first chief fiscal officer. She will retire from the library in early December.

PUBLIC COMMENT: Charles Sullivan, a library union representative, made a comment about WiFi at the branches.

ADJOURNMENT: Calacone made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:55 pm.

NEXT MEETINGS:

- Finance Committee Meeting | November 19 | Washington Ave Branch at 6 pm
- Personnel Committee Meeting | November 28, 2018 | Washington Ave Branch at 6 pm
- Full Board of Trustee Meeting | December 11, 2018 | Washington Ave Branch at 6 pm