

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library December 11, 2018 Washington Avenue 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

ABSENT: Mike Nepl, Brenda Robinson (Secretary)

ALSO IN ATTENDANCE: Scott Jarzombek (Executive Director), Melanie Metzger (Assistant Director), Stephanie Simon (Public Information Officer), Mary Coon (Head of Central Branches), Rebecca Del Gaizo (Administrative Assistant), Adam Stump (Budget Manager), Charles Slatterick (Treasurer), Robert Schofield (Counsel)

CALL TO ORDER: Strong called the meeting to order at 6:04 pm.

PUBLIC COMMENT: There were no comments from the public.

PRESENTATION: BENCHMARKING EARLY LITERACY LIBRARY SERVICES GRANT (BELLS) BY UHLS: Mary Fellows (Manager, Youth and Family Services) of the Upper Hudson Library System presented “21 Minutes for 21st Century Libraries.” She shared the importance of this early literacy grant program, of which APL is a participant, with the trustees.

PRESENTATION: ALBANY PROMISE ON SUMMER READING PROGRAM (SRP) OUTCOMES: Juliette Price, Interim Director of Albany Promise, showed a presentation on the outcomes of the library’s 2018 Summer Reading Program. The goal was to have 1,200 summer readers in 2018 and there were 1,470 registrants. While participation in SRP did help some students reduce the “summer slide,” it had no impact for other youngsters. The trustees engaged in a discussion about this finding. Jarzombek said the library’s leadership and SRP team will continue to discuss the program and how it can best meet the needs of the city’s varied student populations. APL will also continue to work with Albany Promise to gather statistics in 2019.

MINUTES: The draft minutes from the November 13 regular board meeting were reviewed. Calacone made a motion, seconded by Bechard, 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 January 1 through October 31) was presented and will be filed.

The updated check register (November 15 through December 12) was reviewed by the trustees. Pitera made a motion, seconded by Calacone, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

FINANCE COMMITTEE: Calacone provided a brief recap of the Nov. 19 Finance Committee meeting, which included discussions of budget modifications, staffing model, and IT budget lines.

PERSONNEL COMMITTEE: Pitera provided a brief recap of the Nov. 28 Personnel Committee meeting, which included discussions about potential changes in Civil Service and Management/Confidential employee raises.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about "wireless in the parks" and commented on the rollout of going fine free. He also answered questions regarding the organizational chart.

UNFINISHED BUSINESS: There were no unfinished business items.

NEW BUSINESS:

2019 EXTENSION OF AGREEMENT FOR UPPER HUDSON LIBRARY SYSTEM ACCESS NETWORK (UHLAN) SERVICES: Finn reviewed the UHLAN services extension with the trustees. Upper Hudson is working on changing the structure of UHLAN services, but in the meantime, they are requesting a one-year extension of the current contract. Kane made a motion, seconded by Bechard, to approve the UHLAN one-year contract extension. The extension agreement was approved unanimously.

Rescind 2019 Budget Tax Cap Override: The board discussed the merits and necessity of rescinding the 2019 budget tax cap override, which was approved in March as a precaution since the NYS Comptroller's Office had not published final tax cap figures at that time. Albany voters approved the library's 2019 budget in May, and that budget falls under the NYS tax cap. Schofield provided background and context to the discussion, and stated there is no legal requirement to rescind the override. The trustees decided it was unnecessary to rescind the override.

2018 Budget Modifications: Jarzombek and Stump reviewed the end-of-year budget modifications. The Finance Committee made a motion, seconded by Finn, to approve the budget modifications. The budget modifications were approved unanimously.

Quarterly Evaluation of Board Meeting: The Board of Trustees completed evaluations for the fourth quarter of board meetings. The results will be shared at the next full board meeting.

PUBLIC COMMENT: Jeffrey Cannell, Albany resident and former APL director, made a positive comment regarding the maintenance of the different branches of Albany Public Library.

ADJOURNMENT: Pitera made a motion, seconded by Shearer, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:51 pm.