

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library January 8, 2019 Washington Avenue 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 Neppl (submitted resignation at 6:11 pm)

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), Jerry Schmidt (Senior Technology Support Specialist), 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:

STAFF REPORT ON APL TECHNOLOGY: Metzger and Schmidt presented an overview of the Information Technology Department at APL. The presentation included discussion of services provided both internally and externally, as well as projects completed in 2018 and projects planned for 2019.

MINUTES: The draft minutes from the Dec. 11 regular board meeting were reviewed. Kane made a motion, seconded by Pitera, 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 Nov. 30) was presented and will be filed.

The updated check register (Dec. 13, 2018 through Jan. 9, 2019) was reviewed by the trustees. Calacone made a motion, seconded by Shearer, 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 Jan. 7 Finance Committee meeting, which included discussions of PILOT payments, modifications to 2019 budget lines, and potentially changing the fiscal year.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about branch and collection usage statistics.

UNFINISHED BUSINESS:

RESULTS FROM QUARTERLY EVALUATION OF BOARD MEETING: Strong reviewed the results from the Quarterly Evaluation of Board Meeting. The results indicate positive feedback including some comments regarding presentations during meetings.

NEW BUSINESS:

RESIGNATION OF TRUSTEE NEPLL: At this point in the meeting, Strong announced that Neppel had just resigned from the board effective immediately. The trustees engaged in a substantive discussion about the options available to them to fill the remainder of Neppel's term, which ends June 30, 2020.

Schofield reported that the board is allowed to appoint an interim trustee who would serve only until the next election, which is May 21, 2019. Whomever wins that seat in the election would then serve the remaining year of Neppel's unexpired term.

Kane made a motion, seconded by Robinson, to charge the Nominating Committee with reviewing former board members who might serve as interim appointed trustee through May 21, and bringing those names to the Feb. 12 full board meeting. The motion was approved unanimously.

WINTER PATRON SURVEY RESULTS: Simon presented the results of the Winter Patron Survey. Of the 612 responses, 94% were satisfied or very satisfied in library service. There were many comments praising the library and also opportunities for improvement, including more hours and resolving parking concerns.

PUBLIC COMMENT: Gary Shannon of Albany made a public comment about APL branch events, staffing, and maintenance.

EXECUTIVE SESSION: Calacone made a motion, seconded by Shearer, to go into executive session to discuss a real estate matter that could affect its value. The motion was approved unanimously and the board entered executive session at 7:23 pm

Kane made a motion, seconded by Shearer, to end executive session. The motion was approved unanimously and executive session concluded at 7:40 pm. The board immediately re-entered open session.

ADJOURNMENT: Finn made a motion, seconded by Pitera to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:41 pm.