

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library February 26, 2019 Howe Branch

TRUSTEES IN ATTENDANCE: Karen Strong (President), Alison Calacone (Vice President for Finance), Brenda Robinson (Secretary), Elissa Kane, Sarah Shearer, Jenna Pitera

LATE: Andrew Bechard (Vice President)

ABSENT: Matthew Finn

ALSO IN ATTENDANCE: Scott Jarzombek (Executive Director), Stephanie Simon (Public Information Officer), Rebecca Lubin (Head of East Branches), Deanna DeCarlo (Head of West Branches), Marjorie Reinhart (Human Resources & Finance Manager), 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 6:00 pm.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the Jan. 8 regular board meeting were reviewed. Calacone made a motion, seconded by Robinson, to accept the minutes with the addition of times and names. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances for the twelve months ended December 31, 2018) was presented and will be filed.

The updated check register (Jan. 10, 2019 through Feb 13, 2019) was reviewed by the trustees. Calacone made a motion, seconded by Kane, to accept the check register and approve it for payment. The motion was approved unanimously.

UNFINISHED BUSINESS:

Nomination Committee Recommendation Regarding Vacant Trustee Seat: The Nomination Committee made a motion, which was seconded by Robinson, to appoint former trustee Arlene Way to fill the seat vacated by the resignation of Michael Neppl. The motion was approved unanimously. Way will serve as trustee until the May 21 election.

NEW BUSINESS:

Review Proposed 2020 Budget Options: The Finance Committee is recommending a 0% tax increase for the 2020 budget. There was discussion surrounding various budget lines and the board will vote on the budget in the March meeting.

Board Annual Retreat Proposal with Facilitators Nancy Meyers Preston & Diane

Cameron: Preston noted that she is working with Strong to plan a board retreat in June.

COMMITTEE REPORTS:

Executive Committee: Strong provided a brief recap of the Jan. 10 Executive Committee meeting, which included discussions of board expectations guidelines, board member absence policy, Executive Committee meeting frequency, and the board retreat agenda.

Nomination Committee: Pitera provided a brief recap of the Jan. 22 Nomination Committee meeting, which included discussions of the plan to fill the board vacancy and discussed a plan for recruiting trustee candidates.

Finance Committee: Shearer provided a brief summary of the Feb. 11 Finance Committee meeting, which included discussions of the 2020 proposed budget, 2019 fund balance designations, and an update to changing the fiscal year. The Finance Committee made a motion accept the fund balance designations, which include capital fund, operational, and unassigned allocations. The motion was seconded by Kane. The motion was approved unanimously.

Policy & Governance Committee: Robinson provided a summary of the Feb. 15 Policy & Governance Committee meeting, which included discussions concerning the committee meeting schedule, review of four policies, initiated the bylaws review, and securing board documents.

- The Policy and Governance Committee made a motion to accept the Blood Borne Pathogen Policy and the Whistleblower Policy without any changes. As there were no changes, there was no need for a board vote.
- Pitera made a motion to add job title “Budget Manager” to the Conflict of Interest Policy, which seconded by Bechard, and to approve the policy with that change. The motion was approved unanimously.
- The Policy and Governance Committee made a motion to add “Re” to the Materials Selection Policy. Kane seconded the motion, and it was approved unanimously.

EXECUTIVE DIRECTOR’S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about initial results/feedback from going fine free in January, and statistics indicating each branch’s performance.

PUBLIC COMMENT: No comments from the public were made.

SWEARING-IN CEREMONY FOR INTERIM TRUSTEE: Strong performed the official swearing-in ceremony for Way. She will serve as trustee through the May 21 trustee election.

EXECUTIVE SESSION: Pitera made a motion, seconded by Bechard, to go into executive session to discuss a real estate transaction that could affect its value. Counsel and Trustee-designee Way were invited to stay. The motion was approved unanimously and the board entered executive session at 7:25 pm

Kane made a motion, seconded by Shearer, to end executive session. The motion was approved unanimously and executive session concluded at 7:55 pm. The board immediately re-entered open session.

ADJOURNMENT: Bechard made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:56 pm.