

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library March 12, 2019 Arbor Hill/ West Hill Branch

TRUSTEES IN ATTENDANCE: Karen Strong (President), Andrew Bechard (Vice President), Alison Calacone (Vice President for Finance), Brenda Robinson (Secretary), Elissa Kane, Sarah Shearer, Matthew Finn

LATE: Arlene Way (6:03 pm), Jenna Pitera (6:05 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (Executive Director), Mary Coon (Head of Central Branches), Stephanie Simon (Public Information Officer), Marjorie Reinhart (Human Resources & Finance Manager), Rebecca Del Gaizo (Administrative Assistant), Adam Stump (Budget Manager), Charles Slatterick (Treasurer), Robert Schofield (Counsel), Veronica Thomas (Union Representative), Melanie Metzger (Assistant Director, arrived 7:24 pm)

CALL TO ORDER: Strong called the meeting to order at 6:01 pm.

PUBLIC COMMENT: There were no comments from the public.

PRESENTATION: Juliette Price from Albany Promise presented results from the Summer Reading Program and conclusions that can be drawn from the data. Administration and staff are reviewing the data to determine program adjustments that will better serve city youth.

MINUTES: The draft minutes from the Feb 26 regular board meeting were reviewed. Kane made a motion, seconded by Finn, to accept the minutes noting a correction to the presenters' names. The motion to adopt the corrected minutes was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances for the twelve months ended January 31, 2019) was presented and will be filed.

The updated check register (Feb. 14, 2019 through March 13, 2019) 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 REPORTS:

Nomination Committee: Strong reviewed the minutes from the March 5 meeting. The process of potential candidates running for election was discussed.

Facilities Committee: Kane reviewed the minutes from the recent meeting when the committee discussed capital fund expenditures and status of completing walk throughs of all branches.

Personnel Committee: Pitera discussed the latest committee meeting, during which M/C raises, job descriptions, future wage increases, and a grievance filed by a former employee were discussed.

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

Tax Cap Override for Proposed 2020 Budget: Schofield explained the purpose of the tax cap override to the board. Even though Albany Public Library is anticipating a 0% tax levy increase for 2020, it is beneficial to accept the tax cap override as a precaution because the final tax cap calculations aren't made by the state until late summer. Calacone made a motion to approve the tax cap override, which was seconded by Robinson. The motion was approved by a vote of 7-1-1. (Yes: Strong, Bechard, Calacone, Robinson, Kane, Pitera, Way. No: Shearer. Not in room for vote: Finn.)

Finalize 2020 Budget: Jarzombek explained the proposed 2020 budget, which includes a 0% tax levy increase, which the operating budget is \$7,153,022, the same amount as in 2019. Calacone made motion , seconded by Shearer, to approve the 2020 budget. The motion was approved unanimously.

Trustee Election Notice: Kane made motion, which was seconded by Pitera, to put the trustee candidates on the ballot. The motion was approved unanimously.

Review Trustee Nominating Petition and Instructions to Candidates: Schofield discussed the nomination petition and instructions, including important dates.

Community Report: Jarzombek reviewed highlights of all branches in 2018. This included patron counts, WiFi use, community partners and how the library adds value to the community. The presentation also includes plans for 2019. The report was handed out during the meeting, and is being disseminated at branches, online, and at community meetings.

Administrative Staff (M/C Designated Titles) Statement of Compensation, Benefits and Work Expectations: Schofield reviewed the updated guidelines for M/C title wage increases. The Personnel Committee made a motion to accept the Statement of Compensation, Benefits and Work Expectations for M/C Designated Titles, and the motion was seconded by Shearer. The motion was approved unanimously.

Strategic Plan Update for Quarter 1: Jarzombek presented an update to the strategic plan.

Information Technology Decommission: Metzger reviewed the need to decommission and replace six servers at various branches due to age and condition. Administration would like to donate the decommissioned servers to UHLS for use by member libraries. Hard drives have been removed to protect the data. Pitera made a motion, seconded by Finn, to donate the decommissioned servers to UHLS. The motion was approved unanimously.

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

2019 Capital Fund Allocations: The Facilities Committee discussed needed repairs at all seven branches and the associated costs. The committee made a motion to approve Capital Fund designations for needed repairs and updates to the branches. The motion was seconded by Robinson, and approved unanimously by board.

PUBLIC COMMENT: Veronica Thomas, APL union representative, made a comment about union members being present at future board meetings.

EXECUTIVE SESSION: Calacone made a motion, seconded by Bechard, to go into executive session to discuss a potential real estate transaction, the value of which could be affected by a public discussion. The motion was approved unanimously and the board entered executive session at 7:42 pm

Shearer made a motion, seconded by Bechard, to end the executive session. The motion was approved unanimously and executive session concluded at 8:08 pm. The board immediately re-entered open session.

ADJOURNMENT: Kane made a motion, seconded by Robinson to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:09 pm.