

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library April 9, 2019 Bach Branch

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

**LATE:** Jenna Pitera (6:02 pm), Sarah Shearer (6:04 pm), Elissa Kane (6:07 pm), Arlene Way (6:09 pm)

**ALSO IN ATTENDANCE:** Scott Jarzombek (Executive Director), Melanie Metzger (Assistant Director), Stephanie Simon (Public Information Officer), Deanna DiCarlo (Head of West Branches), Rebecca Lubin (Head of East Branches), Marjorie Reinhart (Human Resources & Finance Manager), 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.

#### **PRESENTATION:**

**2018 AUDIT BY MARVIN AND COMPANY:** Carol Hausamann and Christopher Healy of Marvin and Company presented an overview of the 2018 library audit during which the firm reviewed APL's financial statements and produced an independent auditor's report. The company gave the library an unqualified opinion, which is the highest statement an auditor can give for an audit, indicating the records and statements are accurate and fairly and appropriately presented according to generally accepted accounting principles. Calacone made a motion, seconded by Shearer, to accept the audit report.

**MINUTES:** The draft minutes from the March 12 regular board meeting were reviewed. Pitera made a motion, seconded by Shearer, 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 Feb. 28, 2019) was presented and the report will be filed.

The updated check register (March 14 through April 10) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the updated check register and approve it for payment. The motion was approved unanimously.

## **COMMITTEE REPORTS:**

**PERSONAL COMMITTEE:** Pitera provided a brief recap of the April 1 Personnel Committee meeting, which included discussions of revising certain administration job descriptions which will require approval by the City Civil Service Commission and the full library board.

**POLICY & GOVERNANCE COMMITTEE:** Robinson provided a brief report about the committee's most recent meetings on March 13 and April 4. The committee has been discussing updates to the Workplace Violence & Incident Reporting and Hazardous Materials policies, and a full review of the board's by-laws.

**NOMINATION COMMITTEE:** The committee gave a brief report about the March 26 meeting it hosted for people interested in running for trustee seats in May.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He and the trustees engaged in a discussion about youth behavior issues the library has been experiencing after school at the Arbor Hill/West Hill and Howe branches. The library is reaching out to, and partnering with, a number of community and municipal organizations for possible solutions.

## **UNFINISHED BUSINESS:**

**RESULTS FROM QUARTERLY EVALUATION OF BOARD MEETING:** Strong reviewed the results from the Quarterly Evaluation of Board Meeting.

## **NEW BUSINESS:**

**BOARD RETREAT DISCUSSION:** Consultants Nancy Meyers Preston and Diane Cameron discussed the upcoming trustee retreat, for which they are preparing the agenda and working sessions.

**WORKPLACE VIOLENCE PREVENTION & INCIDENT REPORTING POLICY:** The policy was lightly revised and approved by the Policy & Governance Committee. A motion to approve the amended policy was seconded by Calacone. The motion was approved unanimously.

**NORTH ALBANY MOU:** Schofield discussed a Memorandum of Understanding (MOU) for the purpose of a future lease with the City School District of Albany for the North Albany Branch library, which is currently housed in the North Albany YMCA building. The school district is holding a public referendum on May 21 to purchase the North Albany YMCA facility. The MOU provides a framework for a lease agreement with the school district if the referendum is approved by voters, and would provide for a continuation of the library's North Albany Branch in that building. Kane made a motion, seconded by Robinson, to approve the MOU. The motion was approved unanimously.

**CDTA NAVIGATOR SALES AGREEMENT:** Jarzombek presented a sales agreement with CDTA for the branches to serve as sales locations for Navigator passes, which has been a pilot project up until this point. Bechard made a motion, seconded by Finn, to authorize the executive director and counsel to finalize the terms with CDTA for the Navigator sales agreement. The trustees engaged in a lengthy discussion about the impact of the Navigator sales program on staff resources and benefits to the public. Trustees requested library administration produce a report that includes a full cost analysis of all library resources used to administer the program before they vote on the agreement. Bechard withdrew his motion. Administration will produce the report and share it with the board prior to the May 14 meeting, so trustees can review it before continuing the discussion at that meeting.

**NYS ANNUAL REPORT:** Jarzombek presented the library's 2018 NYS Annual Report and gave a brief overview of relevant statistics. Bechard made a motion, seconded by Finn, to accept the report. The motion was approved unanimously.

**PUBLIC COMMENT:** No members of the public were present.

**EXECUTIVE SESSION:** Kane made a motion, seconded by Pitera, to go into executive session to get advice from counsel on a legal matter. The motion was approved unanimously and the board entered executive session at 8:18 pm

Pitera made a motion, seconded by Calacone, to end executive session. The motion was approved unanimously and executive session concluded at 8:27 pm. The board immediately re-entered open session.

**OPALKA GALLERY CURATORIAL AGREEMENT:** The board reviewed the Curatorial Agreement for the Art at APL program, which calls for Opalka Gallery of The Sage Colleges to curate two art exhibitions at the library's Pine Hills Branch between April 2019 and May 2020. Kane made a motion, seconded by Finn, to enter into this agreement. The motion was approved unanimously.

**ADJOURNMENT:** Bechard made a motion, seconded by Pitera to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:30 pm.