

APPROVED MINUTES

Meeting of the Board of Trustees of the Albany Public Library August 12, 2014 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Daniel Curtis (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Donna Dixon, Timothy Smith, John Davis, Alison Calacone

ABSENT: Mary-Ellen Piché (president)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Curtis at 5:35 pm

ADOPTION OF AGENDA: Smith made a motion, seconded by Dixon, to approve the agenda provided in the pre-meeting packet. The motion was approved unanimously.

PUBLIC COMMENT: Brian Levine of King Avenue commented about the library's budget process and plans for the next budget vote.

MINUTES: The board considered the draft minutes from the July 8, 2014 regular meeting. Bechard made a motion, seconded by Patterson, to approve the minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through June 30, 2014) will be filed. The check register (covering July 10 through Aug. 13, 2014) was reviewed and discussed by the trustees. Calacone made a motion, seconded by Bechard, to accept the check register. The motion was approved unanimously.

PERSONNEL COMMITTEE REPORT: Curtis reviewed the committee's report as included in the pre-meeting packet. Jarzombek discussed his plans to reorganize the staffing structure, which is being done to provide more effective and comprehensive coverage across the library system. He stressed that no staff members will lose positions, grades, or pay under the plan. The new organizational structure includes treating all seven libraries as community branches of APL. The branches will be clustered (by geographic location) into three service areas, each of which will be overseen by a manager. All APL departments will fall into one of two groups: services or operations. The Reference and Readers Services Departments at the Main Library will merge into a newly named Adult Services Department. Curtis noted that the board is not required to approve the reorganization plan, but will monitor the potential budget impact as it is rolled out. Jarzombek will begin to implement these changes immediately.

UHLS REPORT: Jarzombek noted that UHLS selected Innovative Interfaces Inc.'s Sierra product as its new integrated library systems platform. UHLS expects to migrate all member libraries to the new system sometime in 2015.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also discussed: the transfer of properties at 34-36 Clinton Avenue (next to the Howe Branch) to APL from Albany County, a diseased tree at the Bach Branch, development of a trustee portal, number of MyCARDS issued since its inception in June, and facility projects at the Main Library.

REVIEW OF POLICIES AND PROCEDURES GRID: The document was included in the pre-meeting packet and Metzger briefly reviewed the contents with the trustees.

UNFINISHED BUSINESS:

UHLS Liaison Appointment: Patterson made a motion, seconded by Dixon, to appoint Calacone as the board's liaison to the Upper Hudson Library System. The motion was approved unanimously.

NEW BUSINESS:

Etsy Agreement: APL will be the fifth library to work with Etsy on its Craft Entrepreneurship Program. APL will work with Etsy to identify people with artistic talent, teach them business and e-commerce skills, and help them start and build their own craft businesses. This will be a companion program to the library's Albany Made Creative Lab. Dixon made a motion, seconded by Davis, to approve the Etsy Craft Entrepreneurship Partnership Agreement. The motion was approved unanimously.

Board Needs Assessment: Curtis asked that each trustee fill out the needs assessment worksheet and hand it in by the end of the week.

Committee Assignments: Schofield will research the establishment of the Art Committee and provide Facility Committee members with the resolution that created that committee.

Bylaw Review: Curtis asked the trustees to read through the current by-laws and provide comments to the Policy and Review Committee in advance of the formal review process.

OrangeBoy Contract Review: Jarzombek led a discussion with the trustees about the pros and cons of the Savannah customer relations management (CRM) product the board agreed to purchase at the June meeting, under the recommendation of the previous executive director. The trustees and staff discussed a number of issues including staff capacity and training, information privacy, analysis and decision making, and metrics. The trustees agreed that they would like to see and use the dashboard portion of the product before making a final decision on the full CRM suite.

Bechard made a motion, seconded by Dixon, to reconsider the action taken at the June meeting allowing the executive director to enter into a contract to purchase Savannah from

OrangeBoy Inc. The motion to reconsider was approved by a vote of 7-0-1 (with Way abstaining).

Bechard made a motion, seconded by Calacone, to postpone a decision about the contract with OrangeBoy until the September board meeting. The motion to postpone a decision was approved by a vote of 7-0-1 (with Way abstaining.)

Jarzombek will contact OrangeBoy and schedule training in August for senior staff and trustees for the purposes of using and evaluating the product.

SEIC Fundraiser: The trustees discussed a request by the South End Improvement Corporation to book a room at the Howe Branch for a fundraising event. Jarzombek will contact SEIC leaders and explain the library's meeting room policy to them so the group understands the requirements it needs to fulfill in order to use a library room for its event.

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT: Smith made a motion, seconded by Dixon, to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned at 7:58 pm.

MOTION TO RECONVENE: Dixon made a motion, seconded by Davis, to reconvene the meeting for one piece of business. The motion was approved unanimously and the meeting was reconvened at 7:59 pm.

APPROVAL OF EXECUTIVE DIRECTOR'S MOVING EXPENSES: Calacone made a motion, seconded by Bechard, to approve the moving and storage (PODs) expenses of Jarzombek (via check #2813 and check #2822). The motion was approved unanimously.

MOTION TO RE-ADJOURN: Smith made a motion, seconded by Dixon, to adjourn the meeting. The motion was approved unanimously and the meeting was re-adjourned at 8:04 pm.

NEXT MEETING: Tuesday, Sept. 9th – Arbor Hill/West Hill Branch at 5:30 pm