

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library December 9, 2014 Howe Branch

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

**ABSENT:** Mary-Ellen Piché (president), Esther Patterson

**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 5:30 pm

**ADOPTION OF AGENDA:** Davis made a motion, seconded by Way, to approve the agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** APL Union President Will Takach spoke about the 2015 schedule of service and requested the board to consider reinstating the two paid days the union feels were lost in that schedule.

**MINUTES:** The board considered the draft minutes from the Nov. 11, 2014 regular meeting. Dixon made a motion, seconded by Smith, to approve the minutes. The motion was approved by a vote of 6-0-1 (with Davis abstaining).

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Oct. 31, 2014) will be filed. The updated check register (covering Nov. 13 through Dec. 10, 2014) was reviewed and discussed by the trustees. Calacone made a motion, seconded by Smith, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**EXECUTIVE COMMITTEE REPORT:** Curtis briefly discussed the committee's report, which was included in the pre-meeting packet.

**POLICY AND GOVERNANCE COMMITTEE REPORT:** Dixon briefly reviewed the committee's meeting minutes, which was included in the pre-meeting packet.

**FINANCE COMMITTEE REPORT:** Bechard briefly reviewed the committee's meeting minutes, which was included in the pre-meeting packet.

**UHLS REPORT:** Calacone provided a brief update.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Jarzombek also responded to trustee comments about a vandalism incident at the Arbor Hill/West Hill Branch, circulation and door count statistics, possible changes to the Elk Street entrance at the Washington Ave. Branch, and the employee on-board and exit processes.

**UNFINISHED BUSINESS:**

**Website Update:** eLibrarian Deanna DiCarlo, who chairs the APL committee working on the website project, shared the site designs and logo refresh with the trustees and updated them on the project's progress.

**REVIEW OF POLICIES AND PROCEDURES GRID:** The document was included in the pre-meeting packet and Metzger briefly reviewed the contents with the trustees. The board then considered two draft policies for approval.

**Use of Technology and Equipment by Staff Policy:** The draft policy was discussed by the trustees. The group added a clause to one sentence to clarify the language. Davis made a motion, seconded by Smith, to approve the amended Use of Technology and Equipment by Staff Policy. The motion was approved unanimously.

**Budget Modification Policy:** The draft policy was reviewed by the board. Calacone made a motion, seconded by Davis, to approve the Budget Modification Policy. The motion was approved unanimously.

**NEW BUSINESS:**

**Proposed Budget Modifications for 2014:** Cullinan reviewed the proposed modifications with the board. The budget line adjustments are necessary for categories that over- or under-spent. Some of these modifications would require using a portion of the fund balance. Davis made a motion, seconded by Bechard, to adopt the 2014 budget modifications. The motion was approved unanimously.

**Administration Pay Raises:** Jarzombek presented a proposal to the board requesting approval to give the non-contract administrative staff the same total step raise (two percent) that the union employees will receive in 2015. Curtis made a motion, seconded by Davis, to approve the proposal. The motion was approved unanimously.

**Hours of Operation:** Jarzombek began a discussion, which will continue over the next several months, about adjusting the hours of operation across the system. His goal is to ensure that each of the three service areas has at least one location that is open from 10 am until 8 pm, Monday through Friday. The board will continue the discussion at an upcoming meeting.

**Future Board Meeting Times:** Jarzombek discussed the possibility of holding board meetings later than the current 5:30 pm start-time to encourage more public attendance. The board will continue to discuss the topic at an upcoming meeting.

**PUBLIC COMMENT:** There were no public comments.

**EXECUTIVE SESSION:** Smith made a motion, seconded by Davis, to enter into executive session to discuss potential litigation. The motion was approved unanimously and executive session entered at 7:05 pm.

Immediately up exiting executive session, the meeting was adjourned.

**NEXT MEETING:** Tuesday, Jan. 13 – Bach Branch at 5:30 pm