

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library February 11, 2014 Pine Hills Branch

**TRUSTEES IN ATTENDANCE:** Holly McKenna (president), Mary-Ellen Piché (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Donna Dixon, Timothy Smith, Dan Curtis, John Davis

**ABSENT:** Esther Patterson

**ALSO IN ATTENDANCE:** Carol Nersinger (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Marjorie Reinhart (human resources manager), Mary Coon (branch manager), Robert Schofield (counsel)

**CALL TO ORDER:** The meeting was called to order by McKenna at 5:30 pm.

**PUBLIC COMMENT:** Tom McPheeters of Willow Street talked about his community group's ability to book the Howe Branch meeting room. He asked the board to consider allowing more than two after-hours meetings a week and increasing the maximum number of meetings per community group.

**MINUTES:** The board considered the draft minutes from the Jan. 14, 2014 regular meeting. Curtis made a motion, seconded by Smith, 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 Dec. 31, 2013) will be filed. The check register (covering Jan. 16 through Feb. 12, 2014) was reviewed and discussed by the trustees. Curtis made a motion, seconded by Piché, to accept the check register. The motion was approved unanimously.

**PERSONEL COMMITTEE REPORT:** Piché briefly reviewed the committee report provided in the pre-meeting packet. The trustees also discussed the efforts to recruit a new executive director, postponement of 360 degree reviews, diversity and civility in the workplace plans, and development of an employee satisfaction survey. The exit interview process has been closed. The 360 degree review plan has been deferred until the new executive director has been in place for one year. The employee satisfaction survey process should begin immediately. The employee development report is an action item for the executive director. And, the policy grid is to be updated with target dates.

**FINANCE COMMITTEE REPORT:** Bechard briefly discussed the report provided in the pre-meeting packet and noted that the proposed 2015 budget was on the agenda for later in the meeting.

**POLICY AND GOVERNANCE COMMITTEE REPORT:** Dixon briefly discussed the committee report provided in the pre-meeting packet. She noted that the website, social media, and travel policies are with staff for final edits and will be submitted to the committee before going to the full board.

**UHLS REPORT:** Curtis reported that the UHLS system upgrade earlier in the month went smoothly and noted that library lobby day was set for Feb. 26. Several APL staff and trustees were expected to participate.

**DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Nersinger also briefly discussed current facility projects at Main Library and the income tax program. The board also discussed creating a full employee development program.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Residency Requirement for Executive Director Position:** The trustees discussed adding an Albany residency requirement to the executive director position. Piché made a motion, seconded by Curtis, to update the executive director posting to include the language "residency in the city of Albany required, or the willingness to move to Albany within six months." The motion was approved unanimously. The job posting will be updated accordingly.

**2015 Proposed Budget:** Cullinan reviewed the proposed 2015 budget materials with the trustees. The board's Finance Committee is recommending a flat budget with no tax rate increase, which was discussed by the trustees. The final budget proposal will be voted on at the March meeting.

**Award Bid for Windows Project at Main Library:** The trustees discussed the proposals for replacing windows at the Main Library. Bechard made a motion, seconded by Smith, to award the project to the lowest bidder, which is American Glass for a project cost of \$107, 402. The motion was approved by a vote of 7 to 1 (with Curtis voting no).

**Board Absence Policy:** Dixon reviewed the draft policy as provided in the pre-meeting packet. The board's Policy and Governance Committee recommended approval of the policy that addresses excessive meeting absences by trustees. Curtis made a motion, seconded by Piché, to approve the board absence policy. The motion was approved unanimously.

**Travel Policy:** More work needs to be done on this draft policy, so Smith made a motion, seconded by Piché, to table a vote until the March meeting. The motion to table was approved unanimously.

**Engagement of Fundraising Services:** The trustees discussed the possibility of hiring a consultant to do a comprehensive fundraising campaign for the library.

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

**EXECUTIVE SESSION:** Smith made a motion, seconded by Davis, to enter executive session for the purpose of discussing pending litigation. The motion was approved unanimously. The board entered executive session at 7:38 pm. The board ended executive session at 7:50 pm and immediately re-entered public session.

**ADJOURNMENT:** The meeting was adjourned immediately after re-entering public session.

**NEXT MEETING:** Tuesday, March 11<sup>th</sup> – Bach Branch at 5:30 pm