

## APPROVED MINUTES

### Meeting of the Board of Trustees of the Albany Public Library March 11, 2014 Bach 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, John Davis

**ABSENT:** Daniel Curtis

**ALSO IN ATTENDANCE:** Carol Nersinger (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Marcia Middleton (automation services manager), Mary Coon (branch manager), Will Takach (librarian), Deanna DiCarlo (eLibrarian), Robert Schofield (counsel)

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

**ADOPTION OF AGENDA:** Piché made a motion, seconded by Patterson, to adopt the agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** A member of the public talked about an incident involving a security guard and several teens that occurred at the Main Library and was reported in the Times Union.

**INTRODUCTION OF eLIBRARIAN DEANNA DICARLO:** DiCarlo, who previously served APL as a reference librarian at the Main Library, is APL's first eLibrarian. As a member of the Public Relations Department, she is coordinating the library's social media outreach efforts, working on the website, and curating eBooks and other digital content.

**MINUTES:** The board considered the draft minutes from the Feb. 11, 2014 regular meeting. Smith made a motion, seconded by Davis, to approve the corrected minutes. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Jan. 31, 2014) will be filed. The check register (covering Feb. 14 through March 12, 2014) was reviewed and discussed by the trustees. Davis made a motion, seconded by Piché, to accept the check register. The motion was approved unanimously.

**NOMINATING COMMITTEE REPORT:** Way briefly reviewed the committee report provided in the pre-meeting packet. The trustees also discussed planning an open forum for people interested in running for a seat on the board to learn more about the process and responsibilities.

**DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Nersinger also briefly discussed current facility projects at the Main Library and outreach efforts.

**REVIEW OF POLICIES AND PROCEDURES GRID:** The document was included in the pre-meeting packet. The trustees briefly discussed the status of several policies. Metzger will update the grid to contain target dates.

**UNFINISHED BUSINESS:**

**Travel and Expense Policy:** The trustees briefly discussed the draft policy. Piché made a motion, seconded by Dixon, to approve the travel and expense policy. The motion was approved unanimously.

**Development Services Contract:** Nersinger and the trustees discussed the merits and details of a development services proposal submitted by Communication Services. The company proposes to create and implement a development plan including an annual appeal, fundraising events, and outreach to generate financial support for the library. Bechard made a motion, seconded by Dixon, to authorize the executive director to negotiate a 12-month contract for a cost of \$19,800 with Communication Services. The motion was approved 7-0-1 (with Patterson abstaining from the vote).

**NEW BUSINESS:**

**Tax Cap Override:** Schofield informed the board that the NYS Office of the State Comptroller recommends that all municipalities pass a resolution overriding the tax cap limit because of the nature of this complex law and formula. He noted that the library is proposing a flat budget for 2015 with no tax levy increase. Bechard made a motion, seconded by Davis, to approve the tax cap override. The motion was approved unanimously.

**2015 Budget:** The board's Finance Committee recommended approval of the library's proposed 2015 budget, a flat spending plan that requires no increase in the tax levy. The proposed 2015 tax levy for library operations is \$6,434,764, the same amount as the 2014 and 2013 tax levies. Piché made a motion, seconded by Smith, to approve the 2015 library budget. The motion was approved unanimously. Because the tax levy is staying the same as the current year, there will be no public vote on the 2015 spending plan.

**Trustee Vacancies:** The trustee seats currently held by McKenna and Bechard are up for election this May. Schofield shared the election notice resolution with the board that includes information about the candidate election: the two candidates who receive the highest total number of votes cast in their favor will each fill a five-year term ending in 2019, nominating petitions for election must be filed with the city school district clerk on or before 5 pm on April 21, and the election will be held (in conjunction with the school district vote) on May 20. Piché made a motion, seconded by Davis, to approve the election notice. The motion was approved unanimously.

**Nominating Petition and Instructions to Candidates:** Schofield and the trustees reviewed the two documents, which will be made available on the library's website and at each APL location starting next week.

**Website Redevelopment Project:** President McKenna recused herself from this portion of the meeting due to a conflict of interest. She left the room for the discussion and subsequent vote, while Vice President Piché chaired the meeting during McKenna's absence. After the vote, McKenna returned to the room and reclaimed leadership of the remainder of the meeting.

The library recently conducted an RFP for vendors to completely redevelop the library's website. Simon shared with the trustees a decision matrix the library's Website Development Committee used to evaluate the proposals and determine the best choice for APL. The winning proposal was submitted by Overit, a full-service, award-winning creative agency on New Scotland Avenue in Albany. For a cost of \$49,000, Overit proposes to create a fully interactive virtual library branch with an intuitive and enjoyable user experience along with complete mobile and desktop functionality across platforms. Bechard made a motion, seconded by Patterson, to approve Overit as the website redevelopment vendor. The motion was approved by a vote of 7-0-1 (with McKenna abstaining).

**Board Self-Assessment:** Piché presented a board self-assessment research study, conducted by faculty at the University at Albany and University of Victoria, that she suggested the trustees complete. Davis made a motion, seconded by Smith, to participate in the survey to get results about the board's performance. The motion was approved unanimously.

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

**EXECUTIVE SESSION:** The board entered executive session at 7:15 pm to discuss potential litigation and executive director candidates. The board ended executive session at 7:47 pm and immediately re-entered public session.

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

**NEXT MEETING:** Tuesday, April 8<sup>th</sup> – Pine Hills Branch at 5:30 pm