

PEG Access TV Oversight Board meeting  
Feb. 18, 2021  
Via Zoom

**Board members present:** Mary Rozak (chair), Don Hyman (vice chair), Dale Getto (treasurer), Ron Lesko (secretary), Aprecia Cabey, Scott Jarzombek, Mary Alice Molgard, Zachary Simpson, Cathy Taylor, Jessica Wilcox

**Also present:** Kirk Daniels (studio coordinator), Laura Gulfo (counsel), Phil Banaszek (city legal department)

**Board members absent:** Jim Matteo (excused)

Called to order at 5:33 p.m.

#### **Review of January minutes**

- Wilcox moved
- Simpson second
- Approved unanimously

#### **Public comment**

- Rozak began by reading publicly the board's statement regarding public comment:
  - *Public comment is allowed during the officially designated portion of the meeting as listed on the agenda. Members of the public who wish to address the board will be acknowledged by the board chair and should state their name for the purpose of accurate recording for the board minutes. You will then have three minutes to make comments. This is not a question-and-answer session, but public comment. After that period is closed, those members of the public who wish to stay and listen to the board meeting are welcome to do so and are asked not to engage in conversations or activity that is distracting to board members. Guests or persons having relevant knowledge or information may attend and speak as part of the agenda upon acceptance of the meeting agenda by the board. All other guests must be recognized by the chair before addressing the board and participating in discussion.*
- There was no public comment at this meeting.

#### **Chair's report**

- Rozak commended Cabey on her activity in the new role managing Channel Albany's social media and website.
- She noted that the library agreement has been signed and will take effect April 1 when the current agreement expires. A one-year agreement with two one-year extensions, as well as a list of equipment in the studio.

- She discussed the pending studio reopening, noting that the library will be reopening by appointment. We anticipate reopening the studio at the beginning of March. The board is working with the city on appropriate signage regarding COVID-19 protocols as well as cleaning materials.
  - Protocols will continue to include wearing a mask at all times.
  - Jarzombek will inquire about having the library maintenance staff do a one-time cleaning of the studio prior to reopening.
  - We also need to make sure the studio reopens in a way that is manageable, by appointment only to start and based on our ability to manage people coming into the studio, perhaps three days a week to start. Rozak has talked with the studio coordinator about holding people accountable when they make appointments to come to the studio. If people are making an appointment they need to be there on time for the appointment.
  - Rozak and Daniels also have discussed scheduling initial appointments with producers who need little additional assistance (editing, etc.) to prepare a program for air.
    - Taylor noted that she will be ordering 500 masks to send to the studio for emergency needs. Daniels indicated that deliveries can go directly to the back door of the library and library staff will see that it is delivered to the studio.
    - Getto asked if supplies coming from City Hall would come out of the PEG budget or would be provided directly by the city without additional charge. Gulfo indicated that it is uncertain whether the PEG budget would cover that and she will continue to investigate. Rozak noted that reopening the studio will be contingent on having cleaning supplies available and in place.
  - Rozak provided an update on the OSM agreement. The pandemic hit when we were due for our first renewal and we currently are operating without a contract. Gulfo will formalize a new agreement and provide an update at a future meeting.

### **Studio coordinator's report**

- Daniels indicated that studio hours upon reopening March 1 would be in the 10 a.m.-5 p.m. range, three days a week.
  - We need to allow 15 minutes after each visit to clean before another visitor can enter the studio.
  - He reiterated that masks need to be worn at all times, except when a person is on-camera recording a program.
  - Lists will be in place to assist with contact tracing.
  - No more than two additional people in the studio along with Daniels at any time.
- Rozak asked Daniels to provide an update on tasks accomplished in the studio on a monthly basis. Daniels indicated he would do so.

- Molgard asked if there was an alternative option to clean the studio if the library staff cannot. Jarzombek indicated that library staff would manage the cleaning in some form or fashion.

### **Treasurer's report**

- Getto thanked Gulfo for assistance in clarifying the PEG board's financial position.
- Getto provided an update on the OCFS credit that has been carried on the treasurer's report without clarification for some time. The credit will not come to the board, but rather to the appropriate city budget line from which the YouthFX payment was paid.
- Getto noted that a discrepancy with the studio coordinator's payment for December 2020 has been resolved and will be paid. Gulfo also noted that the studio coordinator's January payment also has been approved.
- In the equipment fund balance, Getto indicated that the actual is about \$123,000. However, the board only sees \$40,000 a year for accounting reasons, but the additional funds remain available if needed for equipment needs. Funds not spent on an annual basis return into the overall equipment fund balance – approximately \$35,000 unused from the board's 2020 budget.
- Getto reiterated that the studio cable bill will no longer be paid from the PEG budget, as noted at the January meeting.
  - Jarzombek moved to accept the 2020 year-end Treasurer's Report
  - Taylor second
  - Approved unanimously
- Getto provided an update on the board's 2021 budget to date.
  - Wilcox moved to accept the February Treasurer's Report
  - Molgard second
  - Approved unanimously

### **Common Council equipment update**

- Gulfo noted that the RFP is open until Feb. 25 by 2 p.m.

### **Announcements**

- Taylor indicated that on Feb. 22 the New School is doing a virtual tour with Albany High School students. An instructor will discuss careers, trade schools and options in addition to college. Video instructor will talk with the students, and Taylor will interview a former New School student on his experiences.
- Rozak asked if it will be recorded for broadcast on PEG's education channel.
  - Getto and Lesko discussed the need for all participating students to have signed release forms from the school district before the recorded program would be able to air.
    - Lesko indicated he would connect with the Albany High faculty members to remind them about the need for release forms for the students.

- Cabey asked for information on this opportunity to share via the Channel Albany website and social media channels, again pending signed release forms for participating students.

#### **New business**

- Simpson noted that he has provided quite a bit of new content, including a Meet the Candidates Night program with Common Council candidates. Daniels noted that that content will be available for upload Feb. 19 to OSM.

#### **Next meeting**

- Thursday, March 11 at 5:30 p.m., via Zoom

#### **Motion to adjourn**

- Getto moved
- Taylor second
- Approved unanimously at 6:21 p.m.