

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
June 9, 2015
North Albany Branch at 5:30 pm

Call to Order – 5:30 pm

Adoption of Agenda

Public Comment (comments limited to no more than 5 minutes per person)

Minutes

Treasurer's Report and Check Register

Committee Reports

- Policy & Governance Committee

UHLS Report

Director's Report – 6:10 to 6:15 pm

Review Policies and Procedures Grid – 6:15 to 6:30 pm

- Board Community Relations Goals Procedure – Discussion/Action
- Dissemination of Library Information Policy – Discussion/Action
- Evaluation of Board of Trustees Operational Procedures – Discussion/Action
- Evaluation of Director Policy – Discussion/Action
- Unrepresented Employee Evaluation Policy – Discussion/Action
- Service to Children Policy – Discussion/Action
- Nondiscrimination Policy – Discussion/Action

Unfinished Business

- Board Self-Assessment Draft Action Plan – 6:30 to 6:35 pm – Discussion/Action

New Business

- Communication Services Contract – Discussion/Action – 6:35 to 6:40 pm
- Capital Car Share – 6:40 to 6:45 pm – Discussion/Action

Public Comment (comments limited to no more than 5 minutes per person)

Executive Session (if necessary)

Adjournment – 6:50 pm

Next Meeting – July 14 at Washington Ave. Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library May 12, 2015 Howe Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Timothy Smith, John Davis, Alison Calacone

ABSENT: Daniel Curtis (vice president), Donna Dixon

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 Piché at 5:31 pm.

ADOPTION OF AGENDA: Davis made a motion, seconded by Smith, to move Unfinished Business to immediately following the Treasurer's Report and approve the amended agenda. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The board considered the draft minutes from the April 14, 2015 regular meeting. Patterson made a motion, seconded by Davis, 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 March 31, 2015) will be filed. The updated check register (covering April 16 through May 13, 2015) was reviewed by the trustees. Patterson made a motion, seconded by Davis, to accept the updated check register and approve it for payment. The motion was approved unanimously.

UNFINISHED BUSINESS:

MOU with Delaware Avenue Merchants Group: The trustees discussed a proposed change to the draft MOU regarding the sale and installation of bricks near the trolley tree statue at the Delaware Branch. Davis made a motion, seconded by Smith, to strike clause 10 from the MOU. The motion was approved unanimously.

Staff Survey Results: Metzger reviewed the staff survey results and proposed action plan with the board.

Board of Trustees Survey Results: Piché briefly reviewed the board self-assessment results and then the trustees suggested actions via a group activity. Piché will compile the suggestions and report back to the board with a draft action plan.

Washington Ave. Branch Entrance Project: Jarzombek commented that a bench, which was partially blocking the book drop along the front of the building, was removed. The sidewalk entryway will be renovated to improve access into the building for people of all mobility levels.

POLICY AND GOVERNANCE COMMITTEE REPORT: The trustees briefly discussed the Service to Children Policy, and agreed to table a discussion of proposed changes until further research is done by staff.

UHLS REPORT: Calacone briefly noted that the organization's annual meeting is June 10.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also fielded questions from the trustees about Albany Freenet, Play and Grow, and weekend story times.

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

Workplace Violence Policy: Davis made a motion, seconded by Smith, to approve the corrected policy upon its biannual review. The motion was approved unanimously.

Art Exhibition Policy: No changes were made to the policy. Davis made a motion, seconded by Patterson, to approve the policy upon its biannual review. The motion was approved unanimously.

Privacy and Confidentiality Policy: Davis made a motion, seconded by Smith, to approve the corrected policy upon its biannual review. The motion was approved unanimously.

Travel Reimbursement Policy: Smith made a motion, seconded by Davis, to approve the amended policy upon its biannual review. The motion was approved unanimously.

Purchasing Policy: Smith made a motion, seconded by Way, to approve the amended policy upon its biannual review. The motion was approved unanimously.

Service to Children Policy: This item was tabled for further research and discussion.

Donation Form: The trustees discussed donation levels and gift acknowledgements in response to a request the library received. Metzger will discuss the possible gift with the original requestor. Piché noted that since gift levels and acknowledgements are the purview of the library's Foundation, these issues will be forwarded to them for discussion and decision.

NEW BUSINESS: There was no new business.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: Smith made a motion, seconded by Davis, to adjourn. The motion was approved unanimously and the meeting was adjourned at 6:40 pm.

NEXT MEETING: Tuesday, June 9 – North Albany Branch at 5:30 pm

DRAFT

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE FOUR MONTHS ENDED
APRIL30,2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,434,764	536,230	2,144,920	33.33%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants	197,000		-	0.00%
NYS Construction Grant	26,250	-	5,000	19.05%
Federal Grants	38,000		-	0.00%
Fines and Fees	170,000	8,740	48,941	28.79%
Book Sales	0	-	518	
Interest Income	5,000	(1,657)	38,618	772.36%
Foundation Contributions	10,000		-	0.00%
DASNY Project Reimbursement	0		-	
Copier Printers	45,000	-	1,720	3.82%
Miscellaneous Income	0	16,880	18,823	
Fund Balance Used	759,732		-	0.00%
Total Support and Revenue	9,539,059	560,193	2,258,540	23.68%
Expenditures				
Payroll and Related costs	4,717,674	402,689	1,576,734	33.42%
Occupancy Costs	1,111,400	54,124	341,886	30.76%
Materials and Services	715,000	30,382	235,413	32.92%
Administration and Miscellaneous	535,000	35,409	158,560	29.64%
Automation	365,000	51,908	94,100	25.78%
Contingency	-	-	-	
Total Expenditures	7,444,074	574,512	2,406,693	32.33%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	241,672	(14,319)	(148,153)	0.00%

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE FOUR MONTHS ENDED
 APRIL30,2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,409,678	262,382	1,043,758	30.61%
NYS Retirement System	545,548	43,750	175,000	32.08%
Payroll Taxes	19,391	19,392	76,644	395.26%
Hospital Insurance	721,557	75,668	274,163	38.00%
Payroll processing Costs	20,000	1,497	7,169	35.85%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	4,717,674	402,689	1,576,734	33.42%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	6,400	32.00%
Heat & Electric	245,000	8,467	71,093	29.02%
Telephone	13,000	988	3,747	28.82%
Maintenance/repairs/supplies	460,000	14,768	176,428	38.35%
Security	88,400	5,340	23,057	26.08%
NYS Construction Grant	35,000	-	8,140	23.26%
Furniture/Building Improvements	250,000	22,961	53,021	21.21%
TOTAL	1,111,400	54,124	341,886	30.76%
MATERIALS and SERVICES				
Books,etc.	590,000	28,679	174,939	29.65%
Serials/Magazines	60,000	-	40,946	68.24%
On-line Services	65,000	1,703	19,528	30.04%
TOTAL	715,000	30,382	235,413	32.92%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	70,000	2,650	20,253	28.93%
Postage	20,000	120	4,391	21.96%
Publicity, Printing	47,000	3,756	8,072	17.17%
Training and Travel	30,000	2,397	6,555	21.85%
Community Activities	8,000	218	3,385	42.31%
Professional Services	200,000	17,555	85,037	42.52%
Misc Grant Expense	0	-	-	
Programming Activities	70,000	3,604	10,203	14.58%
Insurance	90,000	5,109	20,664	22.96%
TOTAL	535,000	35,409	158,560	29.64%
AUTOMATION				
Automation Services	240,000	22,183	60,837	25.35%
Automation Software	15,000	-	170	1.13%
Automation Hardware	110,000	29,725	33,093	30.08%
TOTAL	365,000	51,908	94,100	25.78%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,297,387	574,512	2,406,693	25.89%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From May 14, 2015 to Jun 11, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4057	5/19/15	First Light Fiber	6,032.32	Telephone Expense/Automation Services
4065	5/28/15	National Grid	8,466.37	Heat, Light and Power
4069	6/1/15	CSEA	1,937.97	Union Fees
4070	6/1/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
4071	6/1/15	MetLife-TSA Contribution	1,846.00	403b
4072	6/1/15	NYS Deferred Comp Plan	844.69	NYS Def. Comp Plan
4073	6/1/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4074	6/1/15	The Travelers	1,878.00	403b
4058	6/10/15	OverDrive, Inc.	916.16	Central Library Materials
4059	6/10/15	OverDrive, Inc.	4,293.63	Central Library Materials
4060	6/10/15	Midwest Tape	1,044.03	Audio/Visual
4061	6/10/15	Midwest Tape	656.08	Audio/Visual
4062	6/10/15	Midwest Tape	559.59	Audio/Visual
4063	6/10/15	Midwest Tape	1,166.70	Audio/Visual
4064	6/10/15	Midwest Tape	1,117.23	Audio/Visual
4066	6/10/15	OverDrive, Inc.	2,340.21	Central Library Materials
4067	6/10/15	OverDrive, Inc.	4,636.06	Central Library Materials
4068	6/10/15	Midwest Tape	1,011.35	Audio/Visual
4075	6/10/15	W.B.Mason Co., Inc.	945.18	Supplies (Maintenance)
4076	6/10/15	3N Document Destruction, Inc.	56.16	Building Repair/Maintenance Wash.
4077	6/10/15	Accucut	300.00	Programming Central/East/West
4078	6/10/15	AC MOORE	233.89	Programming Pine Hills
4079	6/10/15	Adam Stump	64.40	Mileage Reimb. (Travel and Training)
4080	6/10/15	ADP, Inc.	1,430.54	Payroll Services
4081	6/10/15	Republic Services #964	331.29	Building Repair/Maintenance Howe
4082	6/10/15	Apple Inc.	938.00	Automation Hardware
4083	6/10/15	Baker & Taylor	3,683.79	Books-Adult
4084	6/10/15	Barbara Kam.	100.00	Programming Pine Hills
4085	6/10/15	BlueShield of Northeastern New York	7,048.10	Insurance-Hospitalization
4086	6/10/15	Bonadio & Co., LLP	500.00	Legal and Accounting Fees
4087	6/10/15	Brad Rose Landscaping, Inc.	4,450.00	Maintenance Service Contracts
4088	6/10/15	Brodart Co.	25.91	Books-Adult
4089	6/10/15	Capital District Elevator LLC	424.80	Maintenance Service Contracts
4090	6/10/15	CDPHP	39,750.20	Insurance-Hospitalization
4091	6/10/15	CDW G	495.86	Automation Hardware
4092	6/10/15	Charles Slatterick	780.00	Contracted Services
4093	6/10/15	Chinasa Seyse	227.18	Programming Howe
4094	6/10/15	Christina Stenson-Carey	75.11	Travel & Training Pine Hills
4095	6/10/15	City Directories	350.00	Books-Adult
4096	6/10/15	Comprise Technologies, Inc.	27,258.80	Automation Services
4097	6/10/15	Communication Services	1,650.00	Contracted Services
4098	6/10/15	Dan Altheiser	239.78	Mileage Reimb. (Travel and Training)
4099	6/10/15	Delta Dental of New York, Inc.	3,635.02	Insurance-Hospitalization
4100	6/10/15	Dexter Whineglass	30.00	Fines & Fees
4101	6/10/15	Dormitory Authority of State of NY	7,277.50	Contracted Services
4102	6/10/15	Dow Electric Inc.	26,103.00	Building Improvements Washington
4103	6/10/15	Eastern Managed Print Network	406.47	Contracted Services
4104	6/10/15	Ehrlich Co., Inc.	159.74	Maintenance Service Contracts
4105	6/10/15	EMCOR Services Tri-Tech	623.32	Maintenance Service Contracts
4106	6/10/15	Fire Security & Sound Systems, Inc.	1,880.00	Maintenance Service Contracts
4107	6/10/15	G4S	3,943.56	Security Services
4108	6/10/15	Hartford Steam Boiler	210.00	Building Repair/Maintenance Pine Hills
4109	6/10/15	Hollan Bonjukian	95.00	Programming Pine Hills
4110	6/10/15	Home Depot Credit Services	1,546.35	Supplies (Maintenance)
4111	6/10/15	Megan Haley	140.00	Programming Delaware
4112	6/10/15	James Davies	50.12	Programming Reference
4113	6/10/15	Kristine Schultz	137.49	Programming/Travel & Training Delaware
4114	6/10/15	MAILFINANCE	119.95	Postage
4115	6/10/15	Margaret Maurer	163.89	Programming Reference

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From May 14, 2015 to Jun 11, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4116	6/10/15	Maria Zemantauski	200.00	Programming Community
4117	6/10/15	Matthew Cassidy	15.99	Programming Pine Hills
4118	6/10/15	MicroMarketing LLC	604.99	Books-Audio
4119	6/10/15	Midwest Tape	148.55	Audio/Visual
4120	6/10/15	Motion Picture Licensing Corporation	239.27	Programming Central/East/West
4121	6/10/15	New York Library Association	7.00	Travel & Training
4122	6/10/15	OrangeBoy, Inc.	1,650.00	Contracted Services
4123	6/10/15	Oriental Trading Company, Inc.	14.24	Programming Bach
4124	6/10/15	OverDrive, Inc.	1,897.22	Central Library Materials
4125	6/10/15	P & J Computers, Inc.	4,142.00	Automation Services
4126	6/10/15	Rhode Island Novelty	285.69	Programming Delaware
4127	6/10/15	Richard Waugh	220.00	Medicare Reimbursement
4128	6/10/15	Rosa Moronta	150.00	Programming Delaware
4129	6/10/15	Staples Advantage	467.33	Supplies (Office and Library)
4130	6/10/15	Stephanie Preston	61.38	Programming/Travel & Training Pine Hills
4131	6/10/15	Televend Services, Inc.	2,192.85	Fines & Fees
4132	6/10/15	The Albany YMCA	1,600.00	Rent-North Albany
4133	6/10/15	Upper Hudson Library System	680.00	Supplies (Admin)
4134	6/10/15	UniFirst Corporation	148.30	Maintenance Service Contracts
4135	6/10/15	Upstart	47.00	Programming Community
4136	6/10/15	W.B.Mason Co., Inc.	2,606.80	Supplies (Maintenance)
Total			194,019.11	

**BOARD OF TRUSTEES
POLICIES AND GOVERNANCE COMMITTEE**

DATE: June 1, 2015, convened 5:35 PM, adjourned 6:50 PM.

PRESENT: Donna Dixon, chairperson; Arlene Way, trustee; Scott Jarzombek, executive director; Melanie Metzger, assistant director; Robert Schofield, counsel.

Public: One member of the public was present.

TOPIC	DISCUSSION	ACTION
1. Draft Policy Review	<p>Ms. Metzger presented drafts and existing policies for the following for review by the committee:</p> <ul style="list-style-type: none"> • Equal Opportunity/ Anti-Discrimination/Anti-Harassment Policy • Nondiscrimination Policy • Service to Children Policy • Dissemination of Library Information • Community Relations Goals • Evaluation of Board of Trustees Operational Procedures • Evaluation of Director • Unrepresented Employee Evaluation 	<p>Mr. Schofield will revise the Nondiscrimination Policy so that it is more clearly applicable to the public, including service providers and it will be presented at the July board meeting for approval.</p> <p>The EEO/Anti-Discrimination/Anti-Harassment Policy will be reviewed by the Director of Human Resources on June 2; if she has no edits, it will be recommended for approval at the June 9 board meeting.</p> <p>The Service to Children Policy is recommended for approval at the June 9 board meeting; however, we recommend setting a review date of August 2015, with additional discussion of the minimum unsupervised age.; input will be sought from community engagement officers and CPS as to</p>



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		<p>the optimal age for a child to be allowed to be in the library without a parent or guardian present.</p> <p>With a few minor edits, the committee members recommend the following policies for adoption at the next Board of Trustees meeting:</p> <ul style="list-style-type: none">• Community Relations Goals• Evaluation of Board of Trustees Operational Procedures• Evaluation of Director• Unrepresented Employee Evaluation
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**Respectfully submitted,
Donna Dixon**

**EXECUTIVE DIRECTOR'S REPORT
ALBANY PUBLIC LIBRARY
JUNE 2015**

EXECUTIVE SUMMARY

In the month of May the library staff continued to grapple with the new ILS system. The SIERRA migration has not been as seamless as we had hoped, and we are seeing significant down time and impediments to routine work. The situation has been improving across the system, thanks research and troubleshooting done by our staff.

The strange weather has made monitoring the HVAC systems difficult. It has also caused some damage to lawn and plants on our properties. The harsh winter damaged two of our buildings, requiring temporary repairs to both the Delaware (windows) and Howe (windows and roof) branches. All locations saw a significant decrease in incident reports. We are hoping this is a reflection of the new procedures put in place by the administration.

At its May meeting, the UHLS Services Committee reviewed the nominations for the Adult Program of the Year Award. I am pleased to announce our library's Albany History Race program was selected as the award winner for 2015. The Committee was very impressed with this nomination and the exceptional creative energy that went into planning and executing such an event. The library was also recognized by Albany Promise at the June stakeholders meeting for continued cooperation with the Promise's mission.

On May 19, the citizens of Albany voted for a 1.65 increase to the library's budget. Library administrative staff and the heads of branch services worked diligently to inform the public of the budget vote. 71 percent of the voters supported the library. In May, the CFO and ED reviewed first quarter spending. At this time, the library seems to have reigned in spending and found some marginal areas of savings.

The APL Foundation-sponsored summer art exhibition opened in early May at Pine Hills. We have gotten significant positive feedback about the show. Bach has seen an increase in attendance at its Friday Play & Grow group. Washington Ave. hosted a services fair for veterans and their families. Youth Services staff from Washington Ave. trained medical personnel at Albany Medical center on how to promote literacy to new parents. Arbor Hill/West Hill is now hosting a Q and A class for digital literacy. Delaware is hosting a very popular Pilates class that rotates between branches and service areas. Howe has a new Dungeons and Dragons master. Staff throughout the organization are preparing for SRP and doing school visits.

SERVICES

ARBOR HILL/WEST HILL BRANCH

Adult Services

- Weekly computer Q&A sessions were led by library staff.

- Weeding of the adult nonfiction collection has begun in earnest in preparation for the change to Dewey decimal classification system for adult titles this summer.

Youth Services

- Free Comic Book Day was a big hit and kids were excited to receive complementary comic books to take home.
- A Mother's Day Craft program that allowed youth to make special gifts in advance of the holiday.

BACH

Adult Services

- A representative from the NY State Department of Consumer Protection came two evenings to discuss Credit and Credit Management and Preventing and Responding to Identity Theft.

Youth Services

- Presented two story times and one community helper teaching unit for three school groups – one outbound, two in-house.
- An agent from Cornell Cooperative Extension taught container gardening (which resulted in five large pots of vegetables and herbs for the Bach garden space) at Monday Lab for Kids.
- The Friday Play & Grow sessions have seen an increase in families attending for unstructured afternoon play.

Building Issues

- Garden is open during regular library hours.

DELAWARE

- Backlist DVD's are now requestable. In addition, New Fiction, if requested by an Albany patron, we fulfill the hold immediately rather than hang on to it for a Delaware patron to read first, which had been the process in the past.
- In contrast to May of last year, there were no large incidents this May relating to teens or tweens. This is also the first month in several that staff have not had to temporarily ban anyone or write an incident report regarding teen behavior.

Adult Services

- There was wonderful response to the Intro to Spanish six-week class.
- The Pilates class is back for a 6-session course.
- A Mom & Me beading class and Cornell Cooperative Extension Kitchen Garden workshop were well attended. There has also been a very positive response to one-on-one computer assistance on Fridays.

Youth Services

- Origami Mother's Day craft was attended by 18 people.
- May has been a busy month for outreach to schools. Over 100 students and 15 adults attended four class visits to the library. Met with a pre-K class from TOAST, as well as kindergarten and 2nd-grade classes from Delaware Community School.
- Also of note, one DCS kindergarten teacher Heidi Myers made two trips to the library in May. Her class is learning about fairytales, ladybugs gardening and butterflies. We read

the class several nonfiction books about these topics, then made Flower Flip Books and Butterfly Life Cycle Wheels. She said she wants to continue this kind of enrichment next year with us. It's great to see another local teacher who is showing her students that she places much value in libraries.

- SRP Outreach will be done in TOAST and DCS during June.

HOWE

Adult Services

- "With Pen in Hand: Writing Your Story" writers completed a writing exercise using the photographs in the small meeting rooms. A joint program is in the works.
- First month that "Sew! What?" classes were both full.

Youth Services

- A new "Dungeon and Dragons" master started in May. The regular players approve of the new game leader.
- Everyone enjoyed making their own superhero mask and getting free comic books on Free Comic Book Day.

NORTH ALBANY

- A new part-time clerk began. Additional hours will be filled by staff from the East and Central branches.

Adult Services

- One-on-one computer sessions teaching patrons basic computer skills continue to be popular and are attended on a regular basis.
- A monthly adult fiction book group remains popular.

Youth Services

- One of the sixth grade classes from the North Albany Academy visited the branch and learned about how to use the library. The students also signed up for library cards, and borrowed a book to read in class.

PINE HILLS

Adult Services

- Art show by new curator is up and had a very successful First Friday opening.
- Have started to get library cards resulting from patrons applying online. Patrons seem happy with the new service.

Youth Services

- Hosted a focus group recently as part of the PROPEL grant. UHLS facilitated a conversation with parents while the youth services librarians stayed with the participants' children.
- Gearing up for the Summer Reading Program. Programs will be held Tuesdays and Thursdays. Starting Goodnight Story Time and Afternoon Story Time in June as a "soft opening" for additional summer reading story times.

WASHINGTON AVE.

Adult Services

- Library staff attended the Community Action Partnership outreach event in Sheridan Hollow to promote early literacy, the summer reading programming, and the Albany Made Creative Lab, which is scheduled to open to the public in June.
- Hosted first-ever services fair for veterans and their families, helping us forge relationships with 30+ community service providers. This program was a natural outgrowth of the library staffs' increasingly expansive outreach to our user communities and our efforts to connect them to resources they need.
- Worked with Albany Affiliate of National Black Leadership Coalition on AIDS, Inc., a new partner for APL, to host 4th annual National Hepatitis Testing Day.

Youth Services

- Youth Services staff did a three-hour early literacy training session with medical students and community childcare professionals at Albany Medical Center. Their “Story Time Stars” initiative teaches pediatricians to talk with parents about reading to their children, early literacy play, and taking advantage of library resources.
- Using free materials awarded to us by Instructables, one STEmpunk program was a “Strawbees Build Night” where 23 kids, teens and adults built cool things from drinking straws and special “Strawbees” plastic connectors.

OPERATIONS

AUTOMATION

- Network and phone system upgrades started for branches other than Washington Ave.
- Upgraded to SAM 10 in Tompkins Room (Washington Ave. site now completed)
- Ordered a public fax machine for Washington Ave.
- Arranged for wiring upgrades in Community Room and a few smaller areas at Washington Ave.
- Investigated options for new bank safe deposit box for off-site storage of backup data tapes
- Continued support for Sierra transition issues
- Continued support for Dewey conversion project

COMMUNITY ENGAGEMENT

Outreach:

- Provided story times to ACAP and Head Starts at several locations.
- Part of a panel of experts at an Albany Medical Center residents’ professional training session regarding early literacy and how to talk to parents about reading to their children.
- Attended a summer programs for youth fair at the Capital South Campus Center.
- Presented a story time at Macys department store.
- Developing a series of kindergarten readiness programs for August. The focus will be on children entering pre-K.
- School visits were conducted at several schools and plans for summer school visits have begun.

- Tabled at the Memorial Day parade to promote the resource fair for Veterans. An event held at APL on Friday, May 29.
- Tabled at a resource fair at ACAP on Sheridan Ave on May 28.
- Presented early literacy training to parents as part of our commitment to Albany Promise. 20 parents attended a parent engagement session at Trinity Alliance.

Volunteer Activity:

- Bach: 8 volunteers, 68 hours
- Delaware: 4 volunteers, 51 hours
- Howe: 1 volunteer, 12 hours
- North Albany: 1 volunteer, 5 hours
- Pine Hills: 2 volunteers, 5 hours
- Washington: 5 volunteers, 36 hours
- Total: 21 volunteers completed 177 hours of service
- Note: These hours are much lower than previous months because most of our college student tutors are out of Albany for the summer.

COLLECTION MANAGEMENT

- Completed conversion of Juvenile non-fiction to Dewey at Pine Hills. Two former APL librarians have offered to help tape spine labels and shelve books. We plan to move on to the Bach Branch the first week of June.
- Sierra acquisitions and cataloging have been running more smoothly as we work out technical difficulties with III and spend time learning new functions. Occasional problems persist with III's FTP process and Sierra slowdowns.
- Part-time clerks have been offered additional hours in CMS, on a temporary basis, in order to assist with the Dewey project throughout the summer.
- Still working on unresolved Sierra issues with UHLS and III
- Making adjustments to some ordering to help out UHLS until organization fills the manager of adult services and outreach position
- CMS manager will continue ordering NYT Fiction hardcover titles for branches through the summer, reevaluating for the fourth quarter.
- Submitted updated information to CollectionHQ, in order for them to correctly analyze the monthly Sierra data extract. Anticipate useful collection analysis and weeding reports in early June.

FACILITIES

- Troubleshooting HVAC systems in response to up-and-down weather/exterior temperatures
- Working on fixing lawn and plant damage at various locations due to winter weather
- Repairing Delaware (windows) and Howe (windows and roof) damage from winter

FINANCE

- NYS Comptrollers Annual Audit Report completed and uploaded
- APL Audit Report submitted to DAC Bond and to US Bank

- Collateral agreement set up with Key Bank
- Insurance coverage sent to DASNY

HUMAN RESOURCES

Personnel Changes

- Hired two PT Library Clerks
- Promoted one employee to Senior Technology Support Specialist from Technology Support Specialist
- Three PT Library Clerks resigned
- One PT Library Clerk retired
- Transferred one FT Lib Asst. from Howe to N. Albany
- Transferred one FT Lib Asst. from N. Albany to Howe

Staff Survey

- Reviewed with staff

Staff Development

- Supervisors training “Documenting Discipline” (13 employees attended)

Wellness

- 37 completed CDPHP Workforce Challenge.
- Seven employees participated in city wide “Bike to work” day
- Seven employees participated in completing personal assessment with CDPHP in our lab

Education

- Completed one online human resource course “Our aging workforce” sponsored by AARP and SHRM

Training

- HR Assistant completed orientation with two new employees

PERB hearing preparation

- Met with legal and staff in preparation for PERB hearing, as well as met with staff privately to build confidence and discuss concerns. Participated with staff in the PERB hearing.

Health insurance brokers & Payroll

- Met with JFA to discuss Affordable Care Act reporting systems and compare cost
- Met with Paychex to discuss payroll systems and ACA reporting and compare cost
- Met with ADP to discuss payroll systems and ACA reporting and compare cost

Reports/Audit

- Completed occupational injury report with Department of Labor
- Set up audit for worker’s compensation with US Reports

PUBLIC RELATIONS

- **Media Relations:** Media coverage for art exhibition and Tulip Mania program, as well as budget vote (complete pre-vote articles in Times Union and Metroland with various post-vote mentions on TV and in papers).
- **Publications:** Crafted informational materials for library vote/trustee election. Completed editorial and layout for July/August program guide and SRP guide. eNotes

email newsletter now distributed twice monthly. Distributed promotional materials for school visits and working on more for SRP.

- **Social Media:** Slower growth on Facebook and Twitter, both at 1 percent, but 6 percent jump in Instagram. Largest Facebook reach for posts about executive director thank you blog, budget approval announcement, and remember to vote graphic. Notable Twitter engagement regarding Tulip Mania project with City of Albany and WEXT. Top Instagrams with more than 30 ♥s include budget cake, art at APL, budget thank you graphic, and Tulip Mania scrapbook.
- **Website:** Continue to manage site as part of department's communications duties.

INCIDENT REPORTS/ COMMENT CARDS/ WEBSITE CONTACTS

Incident Reports: 15 total incidents for month of May: 10 adult, 5 youth, 3 required police/EMT, 1 violent (air gun discharged)

- Main: 9
- Howe: 2
- Pine Hills: 2
- North Albany: 2

Comment Cards: 13 comment cards total: 1 positive for Washington Ave., 1 positive for Arbor Hill/West Hill, 1 negative for Bach, 1 negative for Pine Hills, 2 suggested titles, 7 general suggestions. 8 received personal responses.

Website Contacts: 53 newsletter sign-ups, 32 library card applications, 9 interlibrary loan requests, 51 contact form entries, 10 email reference questions answered.

DIRECTOR'S CALENDAR

5/1: UHLS Directors Association

5/5: City Hall

5/6: CANA

5/12: Beverwyck NA

5/12: North Albany NA

5/18: City Hall

5/19: Friends of the Schuyler Mansion

5/21: CDPHP Workforce Challenge

5/26: East Greenbush Library

5/27: Albany Promise



Implementation and Status of ED Performance Goals

Updated: **June of 2015**

Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity			
Foundation	Planned	Implemented	Completed
• Help with the planning of key Foundation events.	6/14	6/14	Ongoing
• Include a Foundation update in the monthly director's report.	6/15		
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Friends	Planned	Implemented	Completed
• Reengage the Friends to do additional fundraising.	7/14	8/14	Ongoing
• Include a Friends update in the monthly director's report.	6/15		
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Grants	Planned	Implemented	Completed
• Submit "bullet aid" request to NYS assembly member	5/15	5/15	
• Submit annual DLD Grant	8/14	8/14	
• Submit SPARKS Grant to US Institute of Museum and Library Systems	2/15	2/15	
Outside Revenue Sources	Planned	Implemented	Completed
• Explore selling CDTA bus passes at branches	8/14		

Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff changes to the Board of Trustees.			
Develop Staff Survey	Planned	Implemented	Completed
• Work with HR Dept. to identify outside agency for staff survey	9/14	9/14	9/14
• Create staff survey to be distributed to staff	11/14	11/14	9/14
• Distribute survey	12/14	1/15	2/15
• Analyze data	12/14	3/15	3/15
• Decision on how often survey will be done	12/14	3/15	5/15
• Identify organizational changes to address concerns of survey.	4/15	4/15	5/15
• Implement changes to address concerns identified in survey results	5/15	6/15	Ongoing
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
• This is now a part of the director's report submitted to the board on a monthly basis.	6/14	8/14	9/14
Off Boarding Process	Planned	Implemented	Completed
• Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	2/15	5/15	Ongoing

Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
• Create staff census	8/14	9/14	Ongoing
• HR work with EOM to accurately report staff ethnicity	9/14	9/14	Ongoing
Civil Service	Planned	Implemented	Completed

<ul style="list-style-type: none"> Work with Municipal Civil Service on residency points or requirements for several positions Work with Municipal Civil Service to change the nature of the clerk exam. 	7/14 6/14	1/15 6/15	Ongoing Ongoing
Outreach	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create plan with Outreach Coordinator to reach out to organizations for purpose of educating members of the community about job opportunities. 	10/14	11/14	ongoing
CDTA	Planned	Implemented	Completed
<ul style="list-style-type: none"> Explore possibility of providing free bus service for library employees 	9/14		

Execute the Strategic Plan while developing a strong process to measure outcomes.			
Director's Report	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop new version of director's report that includes statistical analysis Reassign a position in CMS to collect and distribute statistical data 	6/14 8/14	8/14 10/14	Ongoing Ongoing
Reorganization	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create service areas, and additional head of branch services, to oversee operation and budget of branches. Create leadership team whose job is to examine and make decisions based on the strategic plan 	8/14 9/14	8/14 9/14	8/14 9/14
Orange Boy dashboard implementation	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create dashboard Launch multi-level dashboard Training for leadership on dashboard 	10/14 12/14 1/15	12/14 2/15 3/15	3/15 3/15 3/15

Develop and implement a Quality Management Program to include a process for evaluating and improving process efficiency.			
Budget	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create and approve Budget Modification Policy Develop system of budget reporting by quarter Assign budget responsibility to Branch Managers for their Service Area 	12/14 12/14 12/14	12/14 1/15 12/14	12/14 Ongoing Ongoing

Establish a process for employee development.			
Continuing Education Tracking	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create tracking mechanism for staff development hours 	9/14	9/14	Ongoing

Develop an integrated approach to civility and safety in the workplace.			
Incident Reports	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop written procedure for incident reports Change security model 	12/14 1/15	12/14	12/14

*Please note that this is a working document and there will be additions. These are only the action that have been planned, implemented or completed.

Policy Master List

Updated 6/2/15

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		July 2014	July 2016	Safety Cmt.
First Aid	X		X		July 2014	July 2016	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		July 2014	July 2016	Safety Cmt.
Hazard Communications Standard	X			June 2015			To Be Created (Federal Changes)
Emergency Action Plan for Each Building		X		Jan. 2015			Safety Cmt. – Have a few modifications (Meeting end of May)
Employee Safety	X		X		Mar. 2015	Mar. 2017	Safety Cmt.
Workplace Violence Prevention and Incident Reporting	X		X		May 2015	May 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2014	April 2016	Web Devel. Cmt.
Website Privacy	X		X		April 2014	April 2016	Web Devel. Cmt.
Main Library Closing		X	X		Jan. 2014	Jan 2015	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X					Public Serv. Cmt. – On hold until new ILS
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
Children's Card		X	X		June 2014		Public Serv. Cmt.
Banning Re-Entry		X	X		Oct. 2013	Oct. 2015	Safety Cmt.
Wireless Use	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Tutoring	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Internet Use	X		X		April 2014	April 2016	IT Dept.
Meeting Room Use	X		X		Jan. 2010	May 2016	Public Serv. Cmt.
Materials Selection	X		X		Mar. 205	Mar. 2017	CMS

Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2014	June 2016	Safety Cmt.
Art Exhibition	X		X		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2014	Oct. 2016	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Dec. 2012	Dec. 2014	Tabled
Confidentiality of Records	X		X		May 2015	May 2017	Web Devel. Cmt.
Service to Children	X		X		June 2015	August 2015	Board Vote and Community Discussion
Public Access to Library Information and Records	X		X		Mar. 2015	Mar. 2017	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Oct. 2013	Oct. 2015	HR
Travel Reimbursement (policy and form)	X		X		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Conflict of Interest	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Investment	X		X		Oct. 2009	May 2015	Legal – Finance (need to review)
EEO / Anti-Discrimination / Anti-Harassment	X		X		June 2015	June 2017	Board Vote: HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	Board Vote: HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2014	Feb. 2016	Board
Fund Balance	X		X		Oct. 2013	Oct. 2015	Board
Reserve Fund	X		X		Nov. 2014	Nov. 2016	Board Finance

Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board
Dissemination of Library Information	X		X		June 2015	June 2017	Board
Evaluation of Board of Trustees Operational Procedures		X	X		June 2015	June 2017	Board
Community Relations Goals		X	X		June 2015	June 2017	Board
Evaluation of the Executive Director	X		X		June 2015	June 2017	Board

Community Relations Goals

PURPOSE:

The Board of Trustees recognizes that, as a body comprised of elected representatives of the people, ~~it~~ must consider the needs and desires of the community in establishing its policies. In order to achieve both of these goals, it is essential that effective two-way communication be maintained with the community.

PROCEDURES:

The basis for ~~an~~ effective community relations program is to be found in the following statements of Board attitudes:

1. The community shall be encouraged to participate and actively assist in the future planning of the libraries and their programs.
2. All avenues of available communication will be used.
3. Special attention shall be given to effective internal communication among the Board, administration, and other members of the staff to assure the full understanding of existing programs and to elicit reports and recommendations on those in effect, as well as those which should be considered.

The Board is devoted to the development and maintenance of a comprehensive year-round community relations program to assure a full appreciation of various library programs and to provide for the broadest participation of all interests – Board, staff and community – in the seeking solutions to problems and in the promoting the continuing improvement of the Library for its service population. The Board of Trustees encourages members of the public to attend Board meetings and provide public comment at those meetings consistent with the Board's Public Comment Policy.

RESPONSIBILITY:

The Board of Trustees has responsibility for ensuring compliance with this policy. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

APPROVED ON:

April 2008 (Revised June 2015)

REVIEW DATE:

June 2017

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Albany Public Library

www.albanypubliclibrary.org

Dissemination of Library Information

PURPOSE:

The Board of Trustees shall keep Library staff, patrons, and community members informed of all Library policies, rules and regulations to the best of its ability.

POLICY:

In accordance with this policy, the Board of Trustees directs the Executive Director to establish procedures through which information regarding the Library, its facilities, programs, and policies are broadly disseminated.

RESPONSIBILITY:

The Board of Trustees has responsibility for ensuring compliance with this policy. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

APPROVED ON:

April 2008 (Revised June 2015)

REVIEW DATE:

June 2017

Evaluation of Board of Trustees Operational Procedures

PURPOSE:

The Board of Trustees shall review the effectiveness of its internal operations at least once annually. The Executive Director and others who work regularly with the Board shall be asked to participate in this review and suggest ways by which the Board can improve its functioning as a deliberate and legislative body

POLICY:

An effective program of evaluation contains many features. The following conditions are crucial to evaluation that has as its primary purpose the improvement of trustee leadership:

1. Board members should be involved in development of the standards by which they will evaluate themselves.
2. The evaluation should be a composite of the individual board members' opinions, but the Board as a whole should meet to discuss the results.
3. The evaluation should include a discussion of strengths as well as weaknesses.
4. The Board should not limit itself to those items that appear on the evaluation form. No form or set guidelines could encompass the totality of the Board's responsibilities.
5. Each judgement should be supported by as much rational and objective evidence as possible.

When the Board has received the composite profiles from the evaluation, the Board members will discuss the results in detail and formulate a series of objectives for the ensuing year. These objectives will be stated in the form of behavioral change or productivity gains. Implied in this approach is an assumption that a Board is capable of improvement. The chances that the Board will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

RESPONSIBILITY:

The Board of Trustees has responsibility for ensuring compliance with this policy. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

APPROVED ON:

April 2008 (Revised June 2015)

REVIEW DATE:

June 2017

DRAFT

Evaluation of the Director

PURPOSE:

Evaluation is essential to a systematic approach to management and is also a necessary element to a program of planned improvement.

POLICY:

The Executive Director will be evaluated by the Board on an annual basis. The Board has established an evaluation procedure.

The Board shall evaluate and fix the compensation of the Executive Director annually, by November 30th of each year. The evaluation instrument shall be provided to the Director no later than September 1st of each year.

It is the intent of the Board that the evaluation procedure will enable the Executive Director to:

- Understand with increasing accuracy the scope of his/her duties and responsibilities;
- Establish annual long- and short-term goals;
- Place priorities on tasks which are most critical in the performance of duties and responsibilities;
- Clarify relationships with those directed and supervised by the Executive Director and with those who direct and supervise the Executive Director;
- Improve day-to-day operational efficiency, enhance self-image, and increase job satisfaction;
- Receive suggestions and directions regarding desired improvement; and
- Receive commendation and esteem for accomplishments.

RESPONSIBILITY:

Evaluation of the Executive Director shall be the sole responsibility of the Board of Trustees. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

APPROVED ON:

April 2008 (Revised June 2015)

REVIEW DATE:

June 2017



Albany Public Library

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Unrepresented Employee Evaluation

PURPOSE:

All unrepresented personnel will be evaluated at least once each year, no later than November 30, by ~~the Executive Director or by~~ their immediate supervisor.

POLICY:

The evaluation will be provided in writing by the employee's immediate supervisor. Evaluations will be conducted using a form approved by the Executive Director and the Board of Trustees. The Executive Director will inform the Board of Trustees of the results of the evaluations of the unrepresented employees, in executive session.

RESPONSIBILITY:

The Executive Director has responsibility for ensuring compliance with this policy. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

APPROVED ON:

April 2008 (Revised June 2015)

REVIEW DATE:

June 2017

SERVICE TO CHILDREN POLICY - DRAFT

PURPOSE:

The Albany Public Library welcomes and encourages children to visit the Library, to use Library resources and services, and to attend Library programs. Library staff members are available to help and support children and to make their library experience a rewarding and positive one.

POLICY:

Unattended Children

The Library does not provide care or supervision of children, except to the extent needed to uphold Library rules of conduct and use. The Library does not accept responsibility for care or supervision of children who are not accompanied by an adult or designated caregiver. The Library is not able to provide short- or long-term childcare and is not a substitute for supervised after-school or daycare programs. Parents or designated caregivers are solely responsible for their children's supervision and behavior while using the Library.

The Albany Public Library has developed the following guidelines for the safety and protection of children using the Library:

Children Age 10 or younger must be accompanied by an adult or responsible adolescent (age 14 and older). The designated caregiver must stay with children at all times. If children are participating in a story time or other Library program, the designated caregiver must remain on Library premises and be in visual and/or voice contact with the children. If a child age 10 or under is found to be unattended in the library they may be allowed to use the library phone to contact their parent or guardian to arrange to be picked up. If contact with a parent or guardian cannot be made, Library staff will contact the Albany Police Department. In cases where children age 10 or younger are left unattended in the Library on more than one occasion, Library staff may refer the matter to the Albany Police Department or other appropriate social service authorities.

Children Age 11 or older are welcome to use the Library without a parent or guardian. All Library users must adhere to the Library's Customer Behavior Policy. Parents are advised that if their child misbehaves, the child may be asked to leave the Library and the Library premises. Parents must realize that, even when not present, they are legally responsible for their child's behavior

Truancy

In consideration of the many home-schooled children and those who attend alternative education programs, the Library cannot monitor the status of all school-aged children using the Library throughout its hours of operation. If there is a suspected case of truancy, the Library

staff will make every effort to determine whether the child has a legitimate reason to be out of school. The Library staff will contact the appropriate authorities to deal with a suspected truant.

Children and Use of Library Resources

Albany Public Library offers materials that reflect the diversity of its user population. It is not the responsibility of the Library or its staff to exercise a supervisory or restrictive role in determining which Library resources young people may use or access. It is the responsibility of a child's parents and/or designated caregiver to monitor the child's selection and use of all Library resources. This includes the monitoring of the child's access to the Internet. The Library encourages parents to set their own family rules, in consultation with their child, regarding use of Library resources and services. Library users may consult the Library's youth services and reference staff for information regarding developing such family rules.

Group Visits from School, Daycare or Other Organizations

Albany Public Library encourages group visits by local schools, daycares, camps and other organizations. However, we cannot always accommodate groups in our scheduled storytimes and programs.

Arrangements for group storytimes, tours, library card assistance or other services must be made with Library staff at least two (2) weeks prior to your visit. In order to provide the best possible service to all patrons, we cannot schedule more than one (1) visit per month for the same class or group.

Groups visiting the library must be well-supervised. Teachers, counselors or adult supervisors are expected to remain with their group at all times.

APPROVED ON:

July 2006 (Revised on June 2015)

REVIEW DATE:

August 2015



NONDISCRIMINATION POLICY

POLICY:

The Albany Public Library maintains an environment that is free from discrimination and harassment. The Library does not discriminate on any basis prohibited by law or the terms of this policy, including, but not limited to: age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status of any individual.

This policy shall apply to, but is not limited to, (1) any member of the public ("customer") using or accessing library services and programs and, (2) ~~any employee or candidate for employment, and~~ (3) any non-employee providing goods or services to the Library. The Library has also established an Equal Employment Opportunity / Anti-Discrimination / Anti-Harassment Policy applicable to employees and candidates for employment (link [here](#)).

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In accordance with this policy all employees are responsible for conducting themselves in a manner consistent with this policy.

Supervisory Employee Responsibilities

All supervisory employees have the responsibility to assure compliance with this policy. Supervisory employees also have an affirmative duty to: discuss this policy with staff members, customers, and non-employees; answer any questions about the policy; and, encourage staff members, customers, and non-employees to use this policy to redress discrimination.

Complaint Process

The Executive Director shall serve as the compliance officer and shall develop procedures to assure compliance with this nondiscrimination policy. In addition, as compliance officer, the Executive Director shall hear all complaints with respect to alleged discrimination and provide prompt and equitable resolution of such complaints, unless such complaint is against the Executive Director, in which case the complaint may be filed with the President of the Library's Board of Trustees.

Copies of this policy are available upon request. Requests should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, **12210, (518) 427-4300**.

APPROVED ON: September 13, 2004 ~~(Revised June , 2015)~~

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BOARD OF TRUSTEES SELF ASSESSMENT ACTION PLAN
June 2015

PROCESS	ACTION	RESPONSIBILITY	TARGET DATE
Trustee recruitment	<ol style="list-style-type: none"> 1. Charge trustees with finding future members providing lists we can recruit from 2. Continue info forums 3. Present at community organizations, school board meetings, neighborhood associations and places of worship 4. Develop a specific campaign targeting diversity 	Nominating Committee	Ongoing
Trustee development	<ol style="list-style-type: none"> 1. Provide training at least twice a year. 2. Update 2014 needs assessment 3. Topic: Encourage board interaction with the community 	Executive Committee	Ongoing

Trustee participation	<ol style="list-style-type: none"> 1. Trustees should participate in fund raising events 2. Adhere to bylaws re: attendance. Review meeting schedule and adjust to ensure maximum attendance 3. Use techniques to engage all trustees: small group discussion, round robin at end of meeting, solicit comments from quiet members. 	<p>All Trustees</p> <p>Executive Committee and BOT President</p>	<p>Ongoing</p> <p>8/2015</p> <p>7/2015</p>
Information	<ol style="list-style-type: none"> 1. Provide training on the benefits and use of available technology 2. Schedule during board meetings 3. Develop a handout to use as a reference 	Executive Director	7/2015 and ongoing