

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

February 14, 2017 | Bach Branch

6:00 pm | 455 New Scotland Ave.

❖ *Albany Public Library educates, entertains, and empowers our community.* ❖

Call to Order – 6:00 pm

Adoption of Agenda – 6:00 to 6:02 pm

Public Comment (comments limited to no more than 5 minutes per person) – 6:02 to 6:07 pm

Minutes – 6:07 to 6:10 pm

Treasurer's Report and Check Register – 6:10 to 6:15 pm

Committee & Liaison Reports/Action Items – 6:15 to 6:30 pm

- Finance Committee
- Facilities Committee
- Nominating Committee
- UHLS Liaison

Policies and Procedures Review – 6:30 to 6:35 pm

Director's Report – 6:35 to 6:50 pm

Unfinished Business

- Review Proposed 2018 Budget – Discussion – 6:50 to 7:05 pm
- Creation of Ad Hoc Strategic Plan Committee – Discussion/Action – 7:05 to 7:20 pm

New Business

- Democratic Values of APL – Discussion/Action – 7:20 to 7:35 pm
- Albany Promise Agreement – Discussion/Action – 7:35 to 7:50 pm
- Quarterly Evaluation of Board Meetings – Discussion – 7:50 to 7:55 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:55 to 8:00 pm

Executive Session (if necessary)

Adjournment – 8:00 pm

Next Meeting – March 14 at the Washington Ave. Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library January 10, 2017 Howe Branch

TRUSTEES IN ATTENDANCE: Michael Neppl (vice president), Andrew Bechard, Elissa Kane, Brenda Robinson, Matthew Finn, Karen Strong

TRUSTEES ABSENT: Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Arlene Way (secretary)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Chinasa Seyse (union representative)

CALL TO ORDER: The meeting was called to order by Neppl at 6:05 pm.

ADOPTION OF AGENDA: The trustees reviewed the prepared agenda.

PUBLIC COMMENT: Alexandria Cassidy of Willett St. talked about the number of available public computers at the Washington Ave. Branch on a recent weekend day.

MINUTES: The draft minutes from the Dec. 13 regular board meeting were reviewed. Bechard made a motion, seconded by Strong, 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 Nov. 30, 2016) will be filed. The updated check register (covering Dec. 15, 2016 through Jan. 11, 2017) was reviewed by the trustees. Bechard made a motion, seconded by Robinson, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

Facilities/Construction Committee Report: Bechard provided a brief oral report. He said the committee would meet on Jan. 17 to work on a five-year capital plan for the library's physical plant.

POLICY & PROCEDURES GRID: Metzger reviewed the grid with the trustees. The Policy & Governance Committee will revise the following policies: Fund Balance, Reserve Fund, Whistleblower, and Conflict of Interest.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on several items, including contract negotiations, new databases available to users, Raising a Reader early literacy program, new APL Foundation part-

time director, and usage statistics. Jarzombek fielded trustee questions about door counts and his NYS Assembly testimony.

UNFINISHED BUSINESS:

Strategic Plan Update: The trustees engaged in a substantive discussion about the strategic plan process and how best to proceed with the thoughtful development of comprehensive goals, objectives, and success indicators that will benefit the Albany community. The board stressed the importance of the library's next strategic plan and expressed the need to create a living document that is meaningful to library users, actionable by staff and administration, and inspirational to the future of the library.

The board will appoint an Ad Hoc Strategic Plan Committee, which will include members from the board and the staff, at the February meeting. Work on the strategic plan will then proceed under the direction of this committee, with plans discussed with the full board as they are developed.

NEW BUSINESS:

Democratic Values of APL: This item was tabled and will be discussed at a future meeting.

2018 Budget Discussion: Cullinan noted that the Finance Committee meeting on Jan. 24 would include development work on the 2018 budget. The full board will review the proposed budget at the February meeting, and consider it for adoption at the March meeting.

Board Meeting Conflicts with Jewish Holidays in April and December: Jarzombek said it came to the library's attention that two scheduled board meetings conflict with Jewish holidays—Passover in April and Hanukah in December. In the past, the board has chosen to move meeting dates to accommodate trustees and members of the public who are not able to attend due to religious observance. The board briefly discussed the topic, and the suggestion was made to move the April and December meetings ahead one week.

Bechard made a motion, seconded by Finn, to move the April meeting to April 4. The motion was approved unanimously. Strong made a motion, seconded by Robinson, to move the December meeting to Dec. 5. The motion was approved unanimously. The new meeting dates will be posted on the library's website.

Food for Fines Project: Jarzombek discussed hosting a Food for Fines project, during which the library would accept food donations from patrons to pay off a portion of their library fines. The library would then give the donated food to a local non-profit organization. Jarzombek said the library could absorb the lost revenue from the fines. He also expects an increase in usage, because many people start using the library again after their fines are paid down. He expects to make Food for Fines an annual program.

Jarzombek suggested donating the food from this first session to the South End Children's Café. The trustees discussed the need for having an official process to solicit applications and impartially select the local organizations that will benefit from the food donations.

The Food for Fines program will be put on hold until the administration can develop an application and selection process and present it to the board at a future meeting.

Biannual Update on APL Foundation: Jarzombek noted that the new part-time executive director of the APL Foundation is Alexis Bhagat. He and Holly McKenna, the Foundation president, will present to the board at a future meeting.

Staff Report on Technology: This item was tabled and will be discussed at a future meeting.

PUBLIC COMMENT: Chinasa Seyse, an APL librarian representing the employee union, spoke about the way the staff health insurance change was handled.

ADJOURNMENT: Bechard made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:25 pm.

NEXT MEETING: Tuesday, Feb. 14, 2017 – Bach Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TWELVE MONTHS ENDED
DECEMBER 31, 2016

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	AMENDED % BUDGET EXPENDED
Support and Revenue					
Tax Levy-Library Operations	6,567,373	6,567,372	547,281	6,567,372	100.00%
Tax Levy- Branch Improvement Plan	1,853,313	1,853,313	1,851,313	1,851,313	99.89%
Future Operations Income	-	38,595	3,509	42,103	109.09%
NYS Grants & Aid	187,150	267,004	50,114	313,478	117.41%
NYS Construction Grant	25,000	35,056	19,712	36,018	102.74%
Federal Grants & Aid	38,000	38,000		-	0.00%
Fines and Fees	126,000	155,866	12,804	158,722	101.83%
Book Sales	5,000	5,298	-	5,298	100.00%
Interest Income	10,000	61,090	(63)	23,821	38.99%
Foundation Contributions	20,000	20,000	20,000	20,000	100.00%
DASNY Project Reimbursement	0	3,584		3,584	100.00%
Copier Printers	15,000	-	-	-	0.00%
Miscellaneous income & Aid	0	8,571	1,049	8,842	103.16%
Fund Balance Used	401,467	-		-	
Total Support and Revenue	9,248,303	9,053,749	2,505,719	9,030,551	97.65%
Expenditures					
Payroll and Related costs	5,152,657	4,962,895	488,116	4,934,822	99.43%
Occupancy Costs	761,333	602,869	64,180	646,547	107.25%
Materials and Services	655,000	655,000	51,837	645,397	98.53%
Administration and Miscellaneous	441,000	403,933	38,814	411,496	101.87%
Information Technology	385,000	308,408	17,584	299,273	97.04%
Contingency	-		-	-	
Total Expenditures	7,394,990	6,933,105	660,531	6,937,535	100.06%
Debt Service	1,853,313	1,853,313	1,851,313	1,851,313	
Net Income (Loss)	-	267,331	(6,125)	241,703	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE TWELVE MONTHS ENDED
 DECEMBER 31, 20016

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS					
Salaries	3,440,678	3,442,925	419,072	3,453,179	100.30%
NYS Retirement System	529,714	414,916	31,755	425,362	102.52%
Payroll Taxes	261,966	255,735	28,991	253,581	99.16%
Hospital Insurance	898,799	821,662	6,574	777,563	94.63%
Payroll processing Costs	20,000	27,649	1,724	25,129	90.89%
Unemployment Insurance	1,500	8		8	100.00%
TOTAL	5,152,657	4,962,895	488,116	4,934,822	99.43%
OCCUPANCY COSTS					
Occupancy Costs	20,000	19,200	1,600	19,200	100.00%
Heat & Electric	245,000	136,298	16,456	144,385	105.93%
Telephone	13,000	9,748	791	9,766	100.18%
Maintenance/repairs/supplies	375,000	322,307	45,333	379,383	117.71%
Security	0	18,726	-	18,726	100.00%
NYS Construction Grant	33,333	46,741	-	48,024	102.74%
Furniture/Building Improvements	75,000	49,849	-	27,063	54.29%
TOTAL	761,333	602,869	64,180	646,547	107.25%
MATERIALS and SERVICES					
Books,Periodicals,Magazines	570,000	456,396	51,837	617,868	135.38%
Central Library Book Aid		38,211		-	
Central Library Databases		125,735		-	
Serials/Magazines	45,000	-	-	-	0.00%
On-line Services	40,000	34,658	-	27,529	79.43%
TOTAL	655,000	655,000	51,837	645,397	98.53%
ADMINISTRATIVE and MISC.					
Office & Library Supplies	50,000	104,444	7,630	85,971	82.31%
Postage	6,000	3,925	149	4,004	102.01%
Publicity, Printing	50,000	37,647	8,748	41,657	110.65%
Training and Travel	22,000	20,888	463	21,577	103.30%
Community Activities	8,000	3,123	131	3,591	114.99%
Professional Services	175,000	111,812	11,323	124,102	110.99%
Misc Grant Expense	0	27,253	-	27,253	100.00%
Programming Activities	60,000	34,964	4,857	43,463	124.31%
Insurance	70,000	59,877	5,513	59,878	100.00%
TOTAL	441,000	403,933	38,814	411,496	101.87%
INFORMATION TECHNOLOGY					
Information Technology Services	240,000	188,485	10,105	207,957	110.33%
Information Technology Software	15,000	19,665	390	14,379	73.12%
Information Technology Hardware	130,000	100,258	7,089	76,937	76.74%
TOTAL	385,000	308,408	17,584	299,273	77.73%
CONTINGENCY	0		-	-	0.00%
DEBT SERVICE PAYMENT	1,853,313	1,853,313	1,851,313	1,851,313	99.89%
TOTAL EXPENDITURES	9,248,303	8,786,418	2,511,844	8,788,848	95.03%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 12, 2017 to Feb 15, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6587V	1/30/17	World Awareness Children's Museum-VOID	-184.75	VOID (vendor lost check, payment cancelled)
6588	1/12/17	CSEA	1,999.44	Union Fees
6589	1/12/17	MetLife-TSA Contribution	1,901.00	403b
6590	1/12/17	NYS Deferred Comp Plan	857.76	NYS Def Comp Plan
6591	1/12/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6592	1/12/17	The Travelers	1,348.00	403b
6593	1/17/17	National Grid	2,178.02	Heat, Light and Power
6594	1/18/17	National Grid	1,673.69	Heat, Light and Power
6595	2/15/17	Midwest Tape	1,429.18	Audio/Visual
6596	2/15/17	MicroMarketing LLC	291.51	Books-Audio
6597	1/26/17	CSEA	2,013.10	Union Fees
6598	1/26/17	MetLife-TSA Contribution	1,901.00	403b
6599	1/26/17	NYS Deferred Comp Plan	882.47	NYS Def Comp Plan
6600	1/26/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6601	1/26/17	The Travelers	1,348.00	403b
6602	1/25/17	National Grid	4,390.47	Heat, Light and Power
6603	2/15/17	Baker & Taylor	7,208.56	Books-Adult
6604	2/15/17	Midwest Tape	2,679.44	Audio/Visual
6605	1/25/17	Blick Art Materials- VOID	78.86	VOID
6605V	1/26/17	VOID	-78.86	VOID
6606	2/15/17	OverDrive, Inc.	17,003.56	Central Library Database/Materials
6607	1/26/17	National Grid	6,495.47	Heat, Light and Power
6608	2/15/17	Midwest Tape	1,503.60	Audio/Visual
6609	2/15/17	Midwest Tape	1,868.25	Audio/Visual
6610	2/15/17	Midwest Tape	2,190.02	Audio/Visual
6611	2/15/17	Baker & Taylor	5,144.14	Books-Adult
6612	2/15/17	Midwest Tape	1,318.23	Audio/Visual
6613	2/15/17	OverDrive, Inc.	3,905.85	Central Library Materials
6614	2/15/17	Grainger	1,130.76	Maint. Supplies/Equip Repair/Building Repair
6615	2/9/17	CSEA	1,997.64	Union Fees
6616	2/9/17	First Light Fiber	5,851.51	IT Services/Telephone Expense
6617	2/9/17	MetLife-TSA Contribution	1,861.00	403b
6618	2/9/17	NYS Deferred Comp Plan	976.01	NYS Def Comp Plan
6619	2/9/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6620	2/9/17	The Travelers	1,348.00	403b
6621	2/15/17	Corporate Payment Systems	767.18	IT Hardware/Services
6622	2/15/17	Corporate Payment Systems	18.96	Publicity and Printing
6623	2/15/17	Baker & Taylor	6,331.26	Books-Adult
6624	2/15/17	W.B.Mason Co., Inc.	3,326.66	Supplies (Maint.)/Furniture
6625	2/15/17	Midwest Tape	1,980.99	Audio/Visual
6626	2/15/17	Accuprint	212.63	Publicity and Printing
6627	2/15/17	ADP, LLC	4,797.94	Payroll Services
6628	2/15/17	Albany Institute of History & Art	255.00	Books-Adult (museum passes)
6629	2/15/17	S. Leto Companies LLC	9,101.66	Maint. Service Contracts
6630	2/15/17	Allied Administrators for Delta Dental	16,171.48	Insurance-Hospitalization
6631	2/15/17	Allerdice Building Supply, Inc.	87.35	Supplies (Maint.)
6632	2/15/17	Republic Services #964	1,773.20	Maint. Service Contracts
6633	2/15/17	AmTrust North America	14,696.00	Insurance-Workman's Comp
6634	2/15/17	Audio Visual Sales & Service Inc.	262.50	IT Services
6635	2/15/17	Baker & Taylor	1,817.49	Books-Adult
6636	2/15/17	Barb Field	250.00	Programming Howe
6637	2/15/17	Bay State Elevator Company	393.22	Maint. Service Contracts
6638	2/15/17	Bennington Museum	80.00	Books-Adult (museum passes)
6639	2/15/17	Berkshire Museum	200.00	Books-Adult (museum passes)
6640	2/15/17	Blick Art Materials	459.25	Programming PH/Howe/YS
6641	2/15/17	BlueShield of Northeastern New York	46,727.07	Insurance-Hospitalization
6642	2/15/17	Brodart Co.	22.23	Processing Supplies
6643	2/15/17	Capital District Library Council	30.00	Travel/Staff Development
6644	2/15/17	CDPHP	12,535.89	Insurance-Hospitalization

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 12, 2017 to Feb 15, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6645	2/15/17	CDW G	2,317.30	IT Hardware
6646	2/15/17	Charles Slatterick	1,566.70	Contracted Services/Office Supplies
6647	2/15/17	Charles Sullivan	89.48	Exchange Account
6648	2/15/17	Classic Sheds & Gazebos	8,979.00	Building Repair/Maint.
6649	2/15/17	Comprise Technologies, Inc.	197.50	IT Hardware
6650	2/15/17	CompuLocks Brands Inc	417.42	IT Hardware
6651	2/15/17	Corporate Payment Systems	3,083.55	Prog./Staff Dev./Books/IT Hardware
6652	2/15/17	Cummins Northeast LLC	283.34	Maint. Service Contracts
6653	2/15/17	Dana Sela	52.50	Programming PH
6654	2/15/17	De Lage Landen Financial Services, Inc	956.12	Contracted Services
6655	2/15/17	Demco	188.72	Processing/Office Supplies
6656	2/15/17	Destroyer Escort Historical Museum	300.00	Books-Adult (museum passes)
6657	2/15/17	Dow Electric Inc.	1,900.00	Building Repair/Maint.
6658	2/15/17	Eastern Managed Print Network	96.87	Contracted Services
6659	2/15/17	EBSCO	39,234.14	Central Library Database
6660	2/15/17	Ehrlich Co., Inc.	177.00	Maint. Service Contracts
6661	2/15/17	Eye Med Vision Care	616.03	Insurance-Hospitalization
6662	2/15/17	Findaway World, LLC	258.13	Books-Audio
6663	2/15/17	Fire Security & Sound Systems, Inc.	495.00	Building Repair/Maint.
6664	2/15/17	Hancock Shaker Village	750.00	Books-Adult (museum passes)
6665	2/15/17	Historic Cherry Hill	75.00	Books-Adult (museum passes)
6666	2/15/17	Home Depot Credit Services	118.26	Supplies (Maint.)/Building Repair
6667	2/15/17	Image Integrator, LLC	669.16	Books-Adult
6668	2/15/17	Ingram Library Services	180.63	Books-Adult
6669	2/15/17	Jameel Burton	85.53	Exchange Account
6670	2/15/17	Jim's Glass Service	1,900.00	Building Repair/Maint.
6671	2/15/17	Johnson Controls	49,547.93	Maint. Service Contracts/Building Repair
6672	2/15/17	LaCorte Companies, Inc.	5,674.94	Building Repair/Maint.
6673	2/15/17	MailFinance	119.95	Postage
6674	2/15/17	Main-Care Energy	345.76	Van Operation
6675	2/15/17	Marjorie K. Reinhart	275.00	Insurance-Wellness
6676	2/15/17	Marvin and Company, P.C.	1,100.00	Legal and Accounting Fees
6677	2/15/17	MicroMarketing LLC	330.14	Books-Audio
6678	2/15/17	Midwest Tape	284.36	Audio/Visual
6679	2/15/17	Monoprice, Inc.	322.95	IT Hardware
6680	2/15/17	National Business Equipment	180.97	Contracted Services
6681	2/15/17	New Horizons of Albany	4,495.00	Travel/Staff Development
6682	2/15/17	New York Library Association	375.00	Travel/Staff Development
6683	2/15/17	New York Wired for Education	160.00	Travel/Staff Development
6684	2/15/17	OverDrive, Inc.	318.97	Central Library Materials
6685	2/15/17	P & J Computers, Inc.	11,015.00	IT Services
6686	2/15/17	Richard Waugh	391.60	Insurance-Medicare Reimb.
6687	2/15/17	Sentry Custom Security Inc.	26,614.95	IT Services
6688	2/15/17	Shaker Museum	100.00	Books-Adult (museum passes)
6689	2/15/17	Short and Stout Tea LLC	154.00	Programming PH
6690	2/15/17	SimplexGrinnell	7,190.95	Maint. Service Contracts
6691	2/15/17	Staples Advantage	361.92	Office Supplies
6692	2/15/17	SysCloud Inc	2,000.00	IT Services
6693	2/15/17	T.A. Predel & Co., Inc.	17.55	Maint. Service Contracts
6694	2/15/17	Technical Building Services, Inc.	221.00	Building Repair/Maint.
6695	2/15/17	The Albany YMCA	1,600.00	Rent- NA
6696	2/15/17	The Eric Carle Museum of Pict. Book Art	125.00	Books-Adult (museum passes)
6697	2/15/17	T-Mobile	159.00	IT Services
6698	2/15/17	Turtle Dance Music LLC	350.00	Programming AH
6699	2/15/17	Upper Hudson Library System	526.12	Memberships/Periodicals
6700	2/15/17	Underground Railroad History Project	225.00	Books-Adult (museum passes)/Prog. PH
6701	2/15/17	UniFirst Corporation	130.20	Maint. Service Contracts
6702	2/15/17	UPS	1.00	Postage
6703	2/15/17	Verizon Wireless	559.17	IT Services

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 12, 2017 to Feb 15, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6704	2/15/17	W.B.Mason Co., Inc.	698.84	Office Supplies
6705	2/15/17	The Wild Center	180.00	Books-Adult (museum passes)
6706	2/15/17	World Awareness Children's Museum-VOID	564.25	VOID
6706V	2/15/17	VOID	-564.25	VOID
6707	2/15/17	Corporate Payment Systems	1,873.56	Albany Made Supplies
6708	2/15/17	World Awareness Children's Museum	379.50	Programming Delaware
6709	2/15/17	Charles Slatterick	420.00	Contracted Services
Total			390,654.84	

Albany Public Library Facilities Committee Meeting February 7, 2017

MEETING MINUTES:

The Facilities Committee of the Albany Public Library (APL) Board of Trustees met to consider a short agenda on Tuesday, February 7, 2017 at 5:30 PM at the Washington Avenue Library in the Second Floor Study Room at 161 Washington Avenue, Albany, NY. The meeting was called to order at 5:31 PM. In attendance: Andrew Bechard, Elissa Kane, Matthew Finn of APL Board of Trustees; Scott Jarzombek – Executive Director APL.

PUBLIC COMMENT: There were no members of the public present.

DISCUSSION: *New Signage for front of APL Washington Avenue Branch:* The Committee reviewed three concept sketches in October 2016. In the February 2017 meeting a general choice/preference for a simple and straightforward design was made (concept #1), but Scott will make some general inquiries of the architects on drainage and lighting. The concept will be shared with the entire Board of Trustees in the near future when estimated costs are finalized and other questions are answered.

New Façade painting for front of APL Washington Avenue: The Committee reviewed about 10 to 12 concept sketches for the painting/design of the façade of Washington Avenue and chose approximately three of the concepts. The concepts will be shared with the entire Board of Trustees in the near future when estimated costs are finalized and certain other questions are answered.

Timing of Draft Facilities Plan: Staff did a walk-through of the Pine Hills Branch on 1/31/17 with a checklist for facilities issues/problems/condition ratings and the checklist was shared with the Committee. Future walk-throughs will be scheduled starting around March and will likely go in the following order: Howe, ArborHill/WestHill, Delaware, Bach, Washington Ave. Other materials (building histories) will be compiled in the interim so work on the draft plan does not slow. The Facilities Plan will inform the APL Five-Year Financial Plan to show timing and planning for the needed capital investments.

Fund Balance Policy: In the January 2017 committee meeting Scott provided a revised copy of the APL Fund Balance Policy with a new section added (Capital Reserve Fund) to clarify how fund balance dollars could be segregated and that all expenditures would be approved by the Board of Trustees. The Committee reviewed the new language in the January meeting – and at this February meeting set a number of \$1M to be in a Capital Reserve Fund.

Other Discussion: There was other discussion that the Governor cut library construction money out of his initial budget; it was suggested APL may want to pass a resolution recommending restoration and such resolution be sent to the Governor and appropriate members of the NY Senate and Assembly as they proceed to finalization of the NYS Budget for April 1. Next Committee meeting will be announced shortly.

ADJORNED: Meeting adjourned at approximately 6:30 PM.

Respectfully submitted on February 10, 2017, by Andrew Bechard, Chair

Policy Master List

Updated 2/10/17

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		Aug. 2016	Aug. 2018	Safety Cmt.
First Aid	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Hazard Communications Standard	X				Sept. 2015	Sept. 2017	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2017	Safety Cmt.
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 2016	April 2018	Web Devel. Cmt.
Website Privacy	X		X		April 2016	April 2018	Web Devel. Cmt.
Washington Library Closing		X	X		Dec. 2016	Dec. 2017	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X			Aug. 2016	Jan 2017	LEAN committee wrkg. on
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
Children's Card		X	X		June 2014	June 2016	Public Serv. Cmt.
Banning Re-Entry		X	X		June 2016	June 2018	Safety Cmt.
Wireless Use	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Tutoring	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		May 2016	May2018	Public Serv. Cmt
Internet Use	X		X		April 2016	April 2018	IT Dept.
Meeting Room Use	X		X		June 2016	June 2018	Public Serv. Cmt. – Discussing Registration Form
Materials Selection	X		X		Mar. 2015	Mar. 2017	CMS

Behavior	X		X		April 2016	April 2018	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2016	June 2018	Safety Cmt.
Art Exhibition	X		X		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		June 2015	June 2017	HR
Confidentiality of Records	X		X		May 2015	May 2017	Web Devel. Cmt.
Service to Children	X		X		Oct. 2016	Oct. 2017	Youth Services
Group Visit Policy	X		X		June 2015	July 2017	Youth Services
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		Dec. 2015	Dec. 2017	HR
Travel Reimbursement (policy and form)	X		X		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2016	Dec. 2018	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Conflict of Interest	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Investment	X		X		Oct. 2016	Oct. 2018	Legal – Finance
EEO / Anti-Discrimination / Anti-Harassment	X		X		June 2015	June 2017	HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2016	Feb. 2018	Board
Fund Balance	X		X		Dec. 2015	Dec. 2017	Re-working
Reserve Fund	X		X		Jan. 2017	Jan. 2019	Board Finance (possibly being re-

							worked completely)
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

EXECUTIVE SUMMARY



Girls Who Code participants show off their technology skills to NYS Lt. Gov. Kathy Hochul at the Delaware Branch on Feb. 7.

Services:

Adult reading programs continue to be popular at our Bach Branch. The Neighborhood Naturally Occurring Retirement Community (NNORC) and Jewish Family Services will be collaborating on adult programming at that location. Bach is also hosting an “Integrated Playgroup” for children with special needs. Adult programs at Pine Hills are also reaching capacity, including the first Friends of APL program at that location, which had nearly 100 participants. Children at Pine Hills are creating their own music in the new “Music Makers” program.

The Delaware Branch is doing a Saturday gaming program for adults. That location is also proud to announce that another young patron reached 1,000 books read in our “Raising a Reader” early literacy program. Howe put on a “Bullet Journaling 101” class, a trendy topic. This branch has also welcomed a new family from Kenya, and came up with the brilliant idea to introduce them to our new Mango Languages service to help them practice English. North Albany met its circulation goal of a 5% increase.

The Arbor Hill/West Hill Branch had an excellent Martin Luther King Jr. Day celebration with local speakers, music, and plenty of socializing. The branch has also begun to host chess tournaments for younger patrons. The Washington Ave. Branch now has a new reference desk. The branch’s “First Saturday for Families: Gameday” program had almost 50 parents and children in attendance.

Operations:

Information Technology has been upgrading access points for the WiFi and researching providing cable TV to all locations. Outreach is working with Hudson Valley Community College (HVCC) to host academic advisement to prospective students at the Washington Ave. Branch. Collection Management Services (CMS) worked with UHLS to simplify the way locations are displayed in our online catalog. Facilities is working on new projects, including an alarm system at Washington Ave. and adjusting the layout of that building’s “quiet area.” Public Relations developed and distributed digital and print marketing for new services (Mango, Ancestry, Flipster, Navigator). Human Resources has been working with Paylocity to correct errors on staff’s W2s. The chief fiscal officer and the Business Office have been preparing for this year’s audit.

Development:

The APL Foundation will soon be announcing this year's Literary Legends. Alexis Bhagat, the Foundation’s new executive director, has been fantastic to work with so far. The Foundation is helping the Friends of APL with their database issues. The Friends hosted a local history talk at Pine Hills that received a lot of positive press, however the attendees maxed out the room capacity. We are working with the Friends to do the program again at Washington Ave.

UHLS:

The Upper Hudson Library System (UHLS) is focusing on advocacy on the New York State budget. \$4 million in library aid has been cut from the construction grant area. UHLS is now coordinating New York Library Association (NYLA) membership for all libraries in the system. Member library annual reports are due to UHLS Feb. 16.

ED Report:

- Met with Board Facilities Committee to set parameters for building plan.
- Worked with CFO and Board Finance Committee on a draft of the 2018 budget proposal.
- Drafted a Capital Fund Policy with Board Policy and Governance Committee.
- Continued to work on union contract. CSEA and the library met for the first session of the new year on Jan. 18, and held second session on Feb. 7.
- Developed best practice for Central Library billing.
- Developed new intranet for staff.
- Met with Albany Department of Recreation to develop a plan for WiFi for the skate park and discussed additional parks for the future.
- Was a featured speaker, along with Mark Egan of the Capital Region Chamber and Carm Basile for the CDTA Navigator launch press conference.

ED Calendar:*

2/3 – Youth FX

2/4 – Code Blue Subcommittee

1/6 – Upper Hudson Library System (UHLS): Directors Association

1/12 – Capital District Transportation Association

(CDTA): Press Conference for Navigator

1/13 – Leadership Tech Valley (LTV) Session: Working with the Media

1/14 – Urban League

1/17 – LTV: Project Work Group

1/18 – Albany City School District (ACSD): Focus Group for New Superintendent

1/20 – Albany Promise

1/23 – Albany Department of Recreation: Skate Park/WiFi

1/24 – APL Board Finance Committee

1/24 – Movies in the Park

1/25 – Youth FX Open House

1/26 – LTV: Project Selection Committee

1/27 – Envision Architects: Washington Ave. Façade

1/30 – Friends of Albany Public Library

1/31 – LTV: Times Union Experiential

**Calendar includes outreach, committee, and community partner meetings, as well as the director's professional development*

APL TOTALS

	Number	YTD Change
Circulation	63027	-6%
eCirculation	5105*	0%
Door Count	65575	-4%
Computer Use	12806	+2%
WiFi	27224**	-45%
Program Attend.	3737	-5%
Meeting Room Usage	158	+22%

**eCirc #'s without eSerials as the program isn't providing reports yet.*

***Wireless numbers are a combination of old Aruba Numbers (for AH,PH,BA,HO) and new Meraki Numbers for WASH and half the month for PH and NA. New numbers require authentication before connection where old numbers were an automatic connection (people walking past the library would automatically connect)*

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	19145	-22%	1
Door Count	27893	-3%	1
Computer Use	3975	-4%	1

WiFi*	3767	-83%	1
Program Attend.	970	+5%	1
Meeting Room Usage	76	+10%	1

**Wireless numbers are new Meraki Numbers for WASH, requiring authentication before connection where old numbers were an automatic connection (people walking past the library would automatically connect)*

Adult Services

- The Reference Department got its first new desk in 30 years on Jan. 19. The new desk offers much greater public-facing display space.
- Tax season has begun at all APL Reference desks. While waiting for the New York State tax forms, and the remainder of the federal forms, Reference staff have been guiding patrons to the United Way helpline to schedule appointments with the VITA volunteers. As always, at this time of year, a majority of the phone calls received at the Washington Avenue Branch Reference Desk are in regard to tax help.

Youth Services

- This month's First Saturday for Families 'Gameday' program had 48 parents and children in attendance. Everyone had tons of fun playing little life sized Hungry Hungry Hippos and giant Jenga.
- Our Amelia Earhart Airplane Derby made it on News Channel 13's weekly STEM 13 segment, which highlights science, technology, engineering and math programs in the capital region. <http://wnyt.com/stem/albany-library-event-teaches-kids-about-aviation-washington-ave-stem-13/4371209/?cat=12954>
- We welcomed a new intern into the youth services department from the University at Albany. She will be working with our early literacy librarian on reorganizing the picture book collection and the early literacy space as well as partnering with staff to revamp our teen lab offerings.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4938	+20%	6
Door Count	5432	+9%	6
Computer Use	1926	+41%	3
WiFi	3840	+15%	4
Program Attend.	259	+98%	7
Meeting Room Usage	11	-27%	6

Adult Services

- The Arbor Hill/West Hill Branch had an excellent Martin Luther King Jr. Day celebration. Local speakers and musicians (drummers) participated in front of a sizeable crowd, followed by refreshments and socializing.
- Also this month, tournament style chess was introduced at the branch. Adults have taken advantage of the opportunity to sit down and mentor youth, as well as challenge one another.

Youth Services

- Turtle Dance returned to the branch in January, showcasing a winter wonderland theme. Children and parents alike enjoyed the interactive singing and dancing, including a host of live musical instruments.
- Tournament style chess has also been of interest to the branch's youth population. Older children and teens intrigued by the game are drawn in to playing against mentors and one another.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	8903	-2%	3
Door Count	5629	-12%	4
Computer Use	1125	-4%	6
WiFi	3194	-21%	6
Program Attend.	616	-15%	3

Meeting Room Usage	12	+300%	5
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Adult Services

- Senior citizen eDevice training has been a success. One patron learned to use his new Kindle Fire so well that he bought an iPhone in December. He is texting, making and receiving calls.
- Bach patrons are excited about Flipster, Mango and the return of the Ancestry database.
- We are looking forward to a second, matching display unit as we have the room and have had circulation success with our current book display. Bach patrons are avid browsers.

Youth Services

- A volunteer who is a special education teacher, is hosting “Integrated Playgroup” on Wednesday mornings. This weekly playgroup is designed specifically to benefit young children with special needs. Attendance has been excellent; families are coming from all over the region, including one family from Columbia County. The following comment was sent to the Assistant Director from one of her neighbors: “The ‘integrated playgroup’ that I went to at Bach today was Amazing. The woman is volunteering her time - APL is providing space and advertising it for her. Not sure if you handle any of the programming, but it's the kind of thing that should be duplicated. 😊 It's worth sitting in to see her work!”
- Youth Services librarian attended a workshop called “Youth Mental Health First Aid”, sponsored by the National Council for Behavioral Health. We learned the symptoms and signs of mental disorders and drug abuse shown by adolescents and young adults. We were not taught to diagnose or counsel or provide therapy, but we were given a five-step action plan: assess for risk of suicide or harm, listen nonjudgmentally, give reassurance and information, encourage appropriate professional help, encourage self-help and other support strategies.
- Hosted its annual “Soup Tasting” program on Monday, 1/16. We put out four different soups in slow cookers for patrons to sample. This year’s soups included broccoli cheddar, chicken and wild rice, Mexican chicken and tortellini vegetable. 40 people participated.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14483	-3%	2
Door Count	9635	-5%	2
Computer Use	2358	-3%	2
WiFi	5845	-17%	3
Program Attend.	850	+38%	2
Meeting Room Usage	26	+37%	2

**Wireless numbers are mix of old Aruba and new Meraki Numbers for PH with new requiring authentication before connection where old numbers were an automatic connection (people walking past the library would automatically connect)*

Adult Services

- Attendance has been excellent at adult programs. We are going to inventory our meeting room chairs to make sure we have enough for the room capacity. This month has seen every one of our adult programs so far with full attendance!
- The two art classes, Chinese language class, tea-tasting program, and of course Friends’ talk have all been at (or above) capacity.
- Public reaction to the lower print costs has been extremely positive.
- Our federal tax forms just arrived at the end of the month—patrons will be happy, as we have been getting questions about when they would be here. Awaiting arrival of state tax forms.
- We haven’t been getting too many questions about our new digital offerings, but we have had some good feedback from patrons on both Mango and Ancestry. Staff has attended training on Mango, Ancestry and Flipster.

Youth Services

- Youth Services librarian started a Music Makers program for preschoolers on Friday mornings and it's been getting great attendance - usually 15 - 20 kids and their caregivers.
- We've also seen an increase in attendance for our Toddler Story Time and Family Fun Fitness.

- The new library assistant has been a great addition to the department helping with programming, outreach and collection maintenance.
- We have started planning for the Summer Reading Program and are excited and happy about the emphasis on reading and we think our patrons will be too.
- Circulation in the department has been steady.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	7283	+7%	4
Door Count	5567	-11%	5
Computer Use	1311	-3%	5
WiFi	3421	-49%	5
Program Attend.	444	+63%	4
Meeting Room Usage	15	+15%	4

Adult Services

- January was a busy month here at the Delaware branch! Several new programs were offered to our adult patrons including a writing series dealing with “Flash Fiction” and a Saturday game afternoon with Dungeons & Dragons. Both programs were well received.

Youth Services

- Another one of our pre-K storytime kids reached the 1,000 book goal – another high achiever who finished in only 9 months! The mom plans to go for another 1,000 with us, especially since she is able to earn such great giveaway books and build her child’s home library.
- Following a record amount of signups that pushed us to increase our number of reserved spots, we had a very active and engaged monthlong session to kick off another year of Youth FX. The energy in the branch was palpable as kids and teens took over the branch for four weeks, even taking over one of our librarian stations for a scene.
- Our first program with the Children’s World Awareness Museum was a Chinese New Year celebration. The Museum staff did a fantastic job. She came prepared with Chinese clothes for kids to try on, imitation Chinese food to practice eating with chopsticks, art to look at and origami to do. We also had a dragon parade. High quality edu-tainment!
- Albany County Dept. of Children, Youth and Families collaborated with us on the “De-Stress Storytime for Kids” program. I read two books and had a discussion with group. Then the counselors discussed “settling down” techniques and made Glitter Calming jars with families.
- Quotes of Note: *“I went to the branch’s Dungeons and Dragons event this past Saturday. It was amazing! Damien was an incredible teacher. I had a lot of fun and look forward to the 28th.”* And, a mom called to thank the tutor who helped her high-school son get a “fantastic” grade on one of his chemistry tests.

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	5522	+11%	5
Door Count	7346	-3%	3
Computer Use	1619	+11%	4
WiFi	6622	+36%	2
Program Attend.	334	-70%	5
Meeting Room Usage	18	+80%	3

Adult Services

- The branch librarian led a trendy new program called “Bullet Journaling 101” on Jan. 4. Centered on analog writing, scheduling and planners, it was a great program to start at the beginning of the year.

Youth Services

- Howe has welcomed about seven new young patrons from Kenya who are eager to learn conversational English. We have set them up to practice English using the new language application, Mango Languages.
- Kids made hand-sewn snowflakes using yarn and paper plates, and snowflake mobiles with Historic Cherry Hill through the 12 Months of Giving program.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2753	+2%	7
Door Count	4073	-4%	7
Computer Use	492	-21%	7
WiFi	535	-66%	7
Program Attend.	274	+50%	6
Meeting Room Usage	n/a	n/a	n/a

**Wireless numbers are mix of old Aruba and new Meraki Numbers for NA with new requiring authentication before connection where old numbers were an automatic connection (people walking past the library would automatically connect)*

Adult Services

- The North Albany branch exceeded the 5% circulation increase goal in both Adult and Juvenile collections. The Young Adult collection was only 44 books behind the goal, which is an honorable mention.

Youth Services

- North Albany participated in many crafting programs this month, edible and otherwise, including: melted snowman cookies, paper snowflakes, snowman donuts, and Chinese New Year crafts. Our edible crafts are very popular, with after school kids coming in looking for a fun way to decorate snacks.

OPERATIONS

INFORMATION TECHNOLOGY

	Number	YTD Change
Help Desk Tickets	74 closed	

- Deployed upgraded (Meraki) Wi-Fi system to North Albany and Pine Hills
- Launched private APL staff-only Wi-Fi access point system
- Finalized IT budget plans for 2016, 2017 and 2018
- Begun the first steps to cable TV access at branches

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	15 Volun. / 83.35 hours	-58% Volun./-62% hours

- APL has collaborated with HVCC to offer off-site academic advisement at the Washington Ave. Branch twice a week from January to May for prospective students.
- APL donated 10 logo drawstring bags with books and APL swag for new Habitat for Humanity homeowners.
- The new VISTA Fellow Volunteer Coordinator begins the new term on March 1. Volunteers for direct service to seniors and refugees will be part of the Volunteer Coordinator scope.

COLLECTION MANAGEMENT

- As part of a project initiated by the UHLS Cataloging/Database Advisory Committee, CMS edited all 500 of APL's Sierra location codes to simplify and improve the appearance of our holdings in Encore, the public-facing catalog. Removed "Public Library" and "Branch," so the item holdings now display, for example: *Albany – Washington Ave. – Adult Fiction*. The response from staff has been very positive.
- Many of the books withdrawn from the Washington Ave. collections are brought to CMS before being shipped to Better World Books. In 2016, these books earned the library \$1,394 and the Foundation \$464.59. (The total including all branch withdrawals and both bins was \$4,300.42 for the library, and \$567.19 for the Foundation.)
- *New Release Tuesdays* continues to be popular at Washington Ave. Staff circulated 50 books from their cart in January, despite the weather-delayed opening on the 24th
- Our database currently holds 43,587 APL items that are out overdue to patrons, and in "billed" status, between 2003 and now.
- In order to be able to calculate the value of APL items that may have been stolen; I am no longer having UHLS delete them from Sierra when they've been in "Missing" status more than 3 months. Currently, we have 964 items that have been marked "Missing" since Sept 1, 2016. These items were initially marked "On Search," and then looked for several times by circulation staff, before being marked "Missing." The value of these items, based on the prices entered in Sierra, totals \$19,671.73.

FACILITIES

	Number	YTD Change	Rank
Work Orders	82 requested/89 completed/4 outstanding		

- This past month has allowed us to begin work on the new security system at Washington Ave. New cameras inside and out are being installed to make a safer work environment. A new alarm system with motion detectors is also being done.
- We have installed the new reference desk at Washington Ave and removed the old one.
- We are currently installing new shelving in the magazine reading area and moving the area around to provide a more comfortable reading and seating experience.
- Most of our other duties have been work orders and repairs.
- We also had our annual Fire alarm system inspections at Pine Hills, Delaware and Howe.

FINANCE

- The board Finance Committee met in January and February to review 2018 Budget options. The committee plans to make its final 2018 budget recommendation to the entire Board at the February Board Meeting.
- The new audit firm, Marvin and Company, spent a day in January with the CFO and the Business Office reviewing policies and procedures, as well as an accounts payable, payroll and check review. Marvin and Company will be performing the full audit the week of February 6th

HUMAN RESOURCES

	Number	YTD Change	
Full Time	60		
Part Time/Temp	59		
Promotion	3		
Resignation	1		
Termination	0		
Vacancy	2		
Staff Size	119		
Training	20 staff / 58.5 hours	+67% staff / +139% hours	

- Personnel Changes: Hired two part time library clerks. Promoted two part time library clerks to full time library clerks. Promoted one part time library clerk to part time library assistant. One full time library clerk resigned.
- Benefits: Worked with JFA to get Delta Dental to provide identification cards for enrolled staff. Attended training at JFA on the Employee Navigator system. Working with JFA to complete 1095s.
- Wellness: Began annual weight loss challenge with sixteen employees participating. Ran yoga nidra (guided meditation session) for staff.
- Payroll: Accrual calculations are processing correctly in the new Paylocity payroll system. Completed W2 and W2C (corrections) with Paylocity.

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	36968	-5%	
Facebook Likes	2922	+27%	
Twitter Followers	2570	+17%	
Instagram Followers	2676	+73%	
Online Contacts	41	-21%	
Press Releases	7	600%	

- Marketing: Youth FX open house, new services (Mango, Ancestry, Flipster), income tax assistance, Navigator passes at branches, teen sensitive topics posters, content/directional signs for Washington Ave. youth services, HVCC advisement, and more.
- Content: Completed March/April program guide. Weekly email newsletter highlighted Mango, CDTA Navigator, Fort Frederick talk, Ancestry library edition, Youth FX open house, HVCC advisement, and librarian/library assistant exams. Ads for All Over Albany. PR information for staff new intranet.
- News Coverage: CDTA Navigator press conference participation (multiple outlets), youth STEM program (NewsChannel 13), local history talk at PH (TU, AOA), PK Miller article (TU), Youth FX open house (TU), tax help available (TU)
- Social Media: Facebook highlight: teen sensitive topics post had 13,485 reach, 653 reactions/comments/shares, 1,225 clicks. Twitter highlight: Youth FX open house post had 1,320 impressions, 23 total engagements. Instagram highlight: 208th birthday of Edgar Allen Poe got 66 likes, 1 comment.

PATRON CULTURE

	Number	YTD Change		
Incidents	30	-6%		
Positive Comments	2	0%		
Neutral Comments	10	-33%		
Negative Comments	0	-100%		

Implementation and Status of ED Performance Goals 2017

January Update		
Customer Service & Community Relations	Start	Status
Outreach Plan		
Marketing Plan		
Explore different community report styles.	Jan	Exploration
Begin discussion about Program Guide and possible scenarios.	Jan	Exploration
Organizational Growth		
3-year strategic plan.		
Develop Trustee Ad-Hoc committee	Jan	In-Process
Develop 5 Year Facilities Plan		
Develop faculties inspection process	Jan	Completed
Develop 5 Year IT Plan		
Administration & HR Management		
Develop Robust Volunteer Service plan		
Expand efforts to improve civility and respect across the organization		
Financial Management /Legal Compliance/Fundraising		
Work with Foundation to establish donor relationships and increase funding.		
Onboarding of new Foundation ED	Dec	Completed

Establish Fund Balance Policy to create Capital Fund		
Draft policy	Jan	Completed
Continue Lean Management		
Begin first quarter process	Jan	Ongoing

UPDATED APL Board of Trustees 2017 Meeting Schedule

Meetings are held on the second Tuesday of each month at 6:00 pm, unless otherwise noted.

DATE	LIBRARY BRANCH
January 10	Howe Branch
February 14	Bach Branch
March 14	Washington Ave. Branch
April 4 <i>1st Tuesday</i>	Delaware Branch
May 9	Pine Hills Branch
June 13	Arbor Hill/West Hill Branch
July 11	North Albany Branch
August 8	Howe Branch
September 12	Bach Branch
October 10	Washington Ave. Branch
November 14	Delaware Branch
December 5 <i>1st Tuesday</i>	Pine Hills Branch

****UPDATED – On Jan. 10, 2017, the APL Board of Trustees approved date changes for April and December meetings, which are now the first Tuesday of those months.****

Original schedule approved by APL Board of Trustees on July 12, 2016.