



ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 10, 2018 | 6:00 pm

Pine Hills Branch | 517 Western Ave.

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

Call to Order

Adoption of Agenda

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

Minutes

Treasurer's Report and Check Register

Committee and Liaison Reports

Review Policies and Procedures Grid

Director's Report

Unfinished Business

- Results from Quarterly Evaluation of Board Meeting

New Business

- Appointment of Board Treasurer
- Election of Board Officers
- Appointment of UHLS Liaison
- Board Meeting Schedule for 2019
- Meeting Room Request & Guidelines Policy Discussion
- Proposed Hours Changes Discussion
- Administrative Restructuring and New Organizational Chart

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

Executive Session (if necessary)

Adjournment

Next Meeting – August 14 (Tues) | Arbor Hill/West Hill Branch | 6:00 pm

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library June 12, 2018 Delaware Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Andrew Bechard (vice president), Alison Calacone (vice president for finance), Elissa Kane, Michael Neppl, Matthew Finn, Sarah Shearer

ABSENT: Brenda Robinson (secretary), Jenna Pitera

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (east branches manager), Robert Schofield (counsel), Alexis Bhagat (executive director, APL Foundation)

CALL TO ORDER: Strong called the meeting to order at 6:06 pm.

ADOPTION OF AGENDA: Calacone made a motion, seconded by Shearer, to approve the agenda as written. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

PRESENTATION BY APL FOUNDATION: Alexis Bhagat, executive director of the APL Foundation, discussed his organization's merger with the Friends of APL and ongoing fundraising campaigns.

MINUTES: The draft minutes from the May 8 regular board meeting were reviewed. Bechard made a motion, seconded by Kane, to accept the minutes as written. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through April 30, 2018) was presented.

The updated check register (May 10 through June 13, 2018) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

NORTH ALBANY BRANCH AD HOC COMMITTEE: Calacone provided an overview of the most recent meeting and the resolution the committee was putting forward at the full board meeting.

FINANCE COMMITTEE: Calacone presented the committee report and covered the main contents.

POLICY & GOVERNANCE COMMITTEE: Shearer presented the committee report.

PERSONNEL COMMITTEE: Strong distributed a report of the latest committee meeting and reviewed its contents.

EXECUTIVE COMMITTEE: Strong distributed a report of the latest committee meeting and discussed its main points.

UHLS LIAISON: Finn reviewed documents that were on the agenda at the following day's Upper Hudson Library System meeting.

PEG LIAISON: Metzger provided an oral report of the most recent meeting of the PEG public access television station board.

EXECUTIVE SESSION TO DISCUSS POSSIBLE LEGAL AND PERSONNEL MATTER REGARDING A SPECIFIC EMPLOYEE: Calacone made a motion, seconded by Kane, to enter into executive session for the purpose of discussing a possible legal issue and personnel matter regarding a specific employee. The motion was approved and the trustees entered executive session at 7:08 pm.

The board concluded executive session at 8:16 pm and took a short break. The trustees re-entered public session at 8:20 pm.

POLICIES AND PROCEDURES REVIEW: The updated policy grid was provided in the board packet.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek.

UNFINISHED BUSINESS: There were no items under unfinished business.

NEW BUSINESS:

RESOLUTION FROM NORTH ALBANY BRANCH AD HOC COMMITTEE: The committee put forth the following resolution recommending that the "North Albany Branch remain open at its current location" and that the North Albany Branch Ad Hoc Committee "be tasked to work with staff and consider community input to explore the future best use of the branch." The motion was seconded by Bechard, and was approved unanimously.

MEETING ROOM REQUEST GUIDELINES & POLICY: This item was tabled until the July meeting.

TOBACCO USE POLICY REVIEW: The Policy & Governance Committee put forth a motion, seconded by Neppl, to approve the revisions to the Tobacco Use Policy. The motion was approved unanimously.

QUARTERLY EVALUATION OF BOARD MEETING: Trustees were handed the survey form, which they were to return to Strong.

PUBLIC COMMENT: No members of the public were present.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER REGARDING A SPECIFIC EMPLOYEE:

Neppl made a motion, seconded by Strong, to enter into executive session for the purpose of discussing a personnel matter regarding a specific employee. The motion was approved and the trustees entered executive session at 8:30 pm.

Shearer made a motion, seconded by Neppl, to end executive session. The motion was approved unanimously and executive session concluded at 8:56 pm. The trustees immediately re-entered public session at 8:56 pm.

ADJOURNMENT: Finn made a motion, seconded by Shearer, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:57 pm.

NEXT MEETING: Tuesday, July 10 | Pine Hills Branch at 6:00 pm

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jun 14, 2018 to Jul 11, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8602V	VOID	VOID		VOID VOID (Printer Error)
8603V	VOID	VOID		VOID VOID (Printer Error)
8604	6/14/18	First Light Fiber	6,489.84	IT Services/Telephone Expense
8605	6/14/18	CSEA	2,035.36	Union Fees
8606	6/14/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8607	6/14/18	MetLife-TSA Contribution	1,701.00	403b
8608	6/14/18	NYS Deferred Comp Plan	3,400.90	NYS Def. Comp. Plan
8609	6/14/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8610	6/14/18	The Travelers	1,185.00	403b
8611	7/11/18	W.B.Mason Co., Inc.	1,323.35	Office Supplies
8612	7/11/18	Baker & Taylor	4,582.43	Books-Adult
8613	7/11/18	Baker & Taylor	3,894.69	Books-Adult
8614	7/11/18	Midwest Tape	1,118.22	Audio/Visual
8615	7/11/18	Midwest Tape	1,082.39	Audio/Visual
8616	7/11/18	Midwest Tape	593.22	Audio/Visual
8617	7/11/18	Midwest Tape	1,867.96	Audio/Visual
8618	7/11/18	Ingram Library Services	100.56	Books-Adult
8619	7/11/18	Midwest Tape	457.03	Audio/Visual
8620	7/11/18	Midwest Tape	1,520.97	Audio/Visual
8621	7/11/18	OverDrive, Inc.	10,680.99	Central Library Book Aid/Electronic Databases
8622	6/28/18	Albany Water Board	176.62	Building Repair/Maint.
8623	6/28/18	CSEA	2,049.15	Union Fees
8624	6/28/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8625	6/28/18	MetLife-TSA Contribution	1,701.00	403b
8626	6/28/18	National Grid	4,980.98	Heat, Light and Power
8627	6/28/18	NYS Deferred Comp Plan	3,402.24	NYS Def. Comp. Plan
8628	6/28/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8629	6/28/18	The Travelers	1,185.00	403b
8630	7/11/18	Baker & Taylor	4,282.98	Books-Adult
8631	7/11/18	Midwest Tape	941.95	Audio/Visual
8632	7/11/18	Midwest Tape	1,557.66	Audio/Visual
8633	7/11/18	MicroMarketing LLC	1,027.16	Books-Audio
8634	7/11/18	Accuprint	3,574.61	Publicity and Printing
8635	7/11/18	Akum Norder	150.00	Programming PH
8636	7/11/18	ATSCO Products	355.68	Supplies (Maint.)
8637	7/11/18	Brodart Co.	21.99	Books-Adult
8638	7/11/18	CDPHP	7,548.58	Insurance-Hospitalization
8639	7/11/18	CDW G	153.21	IT Software
8640	7/11/18	Christine Havens	363.10	Travel/Staff Development
8641	7/11/18	Claim to Fame Entertainment	25.00	Programming PH
8642	7/11/18	Crisafulli Bros.	321.25	Building Repair/Maint.
8643	7/11/18	Dana Willbanks	49.60	Exchange Account
8644	7/11/18	David Cornelius	125.00	Programming Delaware (SRP)
8645	7/11/18	De Lage Landen Financial Services, Inc	956.12	Contracted Services
8646	7/11/18	Eastern Managed Print Network	117.11	Contracted Services
8647	7/11/18	Entagon, Inc.	673.32	IT Hardware
8648	7/11/18	Farmer Miner & Daisy, LLC	200.00	Programming Bach (SRP)
8649	7/11/18	Findaway World, LLC	399.94	Books-Audio
8650	7/11/18	Gaylord Bros., Inc.	46.27	Books-Adult
8651	7/11/18	George Kuubetesuri	350.00	Programming Wash.
8652	7/11/18	George J. Steele	425.00	Programming YS (SRP)
8653	7/11/18	Janway Company USA, Inc.	1,260.74	Programming YS
8654	7/11/18	John Kowalchyk	200.00	Programming YS/NA (SRP)
8655	7/11/18	Jordan Taylor Hill	200.00	Programming AH (SRP)
8656	7/11/18	Let's Drum	175.00	Programming PH (SRP)
8657	7/11/18	Lisa Russo	150.00	Programming AH (SRP)
8658	7/11/18	MailFinance	119.95	Postage
8659	7/11/18	Malwarebytes Corporation	7,250.15	IT Software
8660	7/11/18	Marjorie K. Reinhart	150.00	Travel/Staff Development

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jun 14, 2018 to Jul 11, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8661	7/11/18	MVP Health Care, Inc.	54,879.01	Insurance-Hospitalization
8662	7/11/18	MVP Select Care, Inc.	295.00	Insurance-Hospitalization
8663	7/11/18	National Business Technologies	941.75	Contracted Services
8664	7/11/18	Nichole Rogers	640.00	Programming AH
8665	7/11/18	Oriental Trading Company, Inc.	83.50	Programming PH (SRP)
8666	7/11/18	OverDrive, Inc.	6,542.94	Central Library Book Aid/Electronic Databases
8667	7/11/18	Overit Multimedia, Inc.	797.50	IT Services
8668	7/11/18	Reptile Adventure	190.00	Programming PH (SRP)
8669	7/11/18	Richard Waugh	444.97	Insurance-Medicare Reimb.
8670	7/11/18	Robert Omer	65.70	Insurance-Medicare Reimb.
8671	7/11/18	Shirley Sinsabaugh	131.40	Insurance-Medicare Reimb.
8672	7/11/18	Stephanie Simon	204.21	Exchange Account
8673	7/11/18	Televend Services, Inc.	1,240.85	Fines and Fees Expense
8674	7/11/18	CMOST	156.00	Programming Bach (SRP)
8675	7/11/18	The Little Gym of Colonie	50.00	Programming Delaware (SRP)
8676	7/11/18	Upper Hudson Library System	14,482.48	IT Services
8677	7/11/18	William Crawford	36.94	Exchange Account
8678	7/11/18	Demco	107.77	Office Supplies
8679	7/11/18	Philip Pascuzzo	375.00	Publicity and Printing
8680	7/11/18	Swank Motion Pictures, Inc.	740.00	Programming Community
8681	7/11/18	Allied Administrators for Delta Dental	4,236.81	Insurance-Hospitalization
8682	7/11/18	Eye Med Vision Care	586.85	Insurance-Hospitalization
8683	7/11/18	MVP Select Care, Inc.	305.00	Insurance-Hospitalization
8684	7/11/18	Charles Slatterick	540.00	Contracted Services
8685	7/11/18	Janway Company USA, Inc.	795.27	Programming Community
Total			177,631.64	

Policy Master List

Updated 7/6/18

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.
Hazardous Materials Policy	X				Feb. 2018	Feb. 2020	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2017	Safety Cmt.
Employee Safety	X		X		Nov. 2017	Nov. 2019	
Workplace Violence Prevention and Incident Reporting	X		X		Sept 2017	Sept 2019	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2018	April 2020	Web Devel. Cmt.
Website Privacy	X		X		April 2018	April 2020	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. (next Kaizan?)
Library Card Registration		X			Oct. 2016	Oct. 2018	Pub. Serv.
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv. (next Kaizan?)
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		April 2018	April 2020	Public Serv. Cmt *Update if FFAPL merger
Internet Use	X		X		April 2018	April 2020	IT Dept.

Meeting Room Use	X		X		June 2016	June 2018	Public Serv. Cmt. – Discussing Registration Form (Need Board Discussion)
Materials Selection	X		X		Mar. 2017	Mar. 2019	CMS
Behavior	X		X		April 2018	April 2020	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2017	Mar. 2019	Board
Tobacco Use	X		X		June 2018	June 2020	Safety Cmt.
Art Exhibition	X		X		Sept. 2017	Sept 2019	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Oct. 2017	Oct. 2019	HR
Confidentiality of Records	X		X		Sept. 2017	Sept. 2019	Web Devel. Cmt.
Service to Children	X		X		Nov. 2017	Nov. 2019	Youth Services
Group Visit Policy	X		X		Oct. 2017	Oct. 2019	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2017	Mar. 2019	Web Devel. Cmt.
Albany Made	X		X		Feb. 2018	Feb. 2020	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		April 2018	April 2020	Keep to coincide with MOU
Travel Reimbursement (policy and form)	X		X		Sept. 2017	Sept. 2019	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2016	Dec. 2018	Admin
Purchasing	X		X		Nov. 2017	Nov. 2019	Legal - Finance
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		Nov. 2017	Nov. 2019	HR
Unrepresented Employee Evaluation	X		X		Oct. 2017	Oct. 2019	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Apr. 2018	Apr. 2020	Board
Fund Balance/Reserve Fund	X		X		Mar. 2017	Mar. 2019	Board
Board Member Expectations		X	X				(Full Board Discussion needed)
Board Code of Conduct	X		X				(Full Board Discussion needed)
Dissemination of Library Information	X		X		Oct. 2017	Oct. 2019	Board
Evaluation of Board of Trustees Operational Procedures		X	X		Oct. 2017	Oct. 2019	Board
Community Relations Goals		X	X		Oct. 2017	Oct. 2019	Board
Evaluation of the Executive Director	X		X		Oct. 2017	Oct. 2019	Board

EXECUTIVE DIRECTOR'S REPORT

JULY 2018

EXECUTIVE SUMMARY



Narrative

Promoting and planning for the **Summer Reading Program** kept staff very busy this month. Bleecker made appearances at Arbor Hill Elementary, TOAST, ASH and Pine Hills Elementary schools for drop off. We also chalk-bombed several elementary schools entrances (with permission) to spread the word about summer reading.

Branches are happy to report that their **Library Links** patrons, a program which delivers material to seniors, is growing at a steady rate. Due to copyright issues, the library was advised to change the name of our early literacy program from "**Raising a Reader**" to "Growing Readers." The library hosted its first-ever staff appreciation night BBQ at the Delaware, which was well received. Albany Public Library marched with other Upper Hudson Library System libraries in this year's **Pride Parade**. We are also a partner in the **Movies Under the Stars** program, which will expand to the South End at the end of this summer.

The **Washington Ave. Branch** hosted a poetry reading with local poet Sarah Giragosian. Staff at **Arbor Hill/West Hill Branch** learned that one of its regular patrons completed their first novel, which was primarily written at the branch on our public computers.

The **Bach Branch** hosted a Ballroom Dancing program on Thursday evenings. At the **Pine Hills Branch**, the Friends of the Pine Bush have installed a lovely exhibit of nature photographs all around the library, which will remain up through the summer.

At the **Delaware Branch**, staff tie-dyed socks and made French Bread Pizza with their tween and teen patrons. The **Howe Branch** continues its popular Social Justice film series, this month's theme coincided with Pride Month. In partnership with The Red Bookshelf and Giffen Elementary, the staff at Howe coordinated an outreach assembly and Books 2 Beats recording session with 500 kids, staff members, and author Ty Allan Jackson. All of these recordings can be found on the library's YouTube Channel. The **North Albany Branch** has seen modest increases in their programming attendance, with new youth-oriented programming.

Operations

Construction on the Washington Ave. 3rd floor continues, with much of the work being done in-house by our Facilities staff. The library has had several minor HVAC issues at multiple branches. Human Resources spent much of the month working on transitioning more of their work to the same platform as our payroll. IT has been working diligently on the transition to our new network configuration and increased bandwidth.

Development

The APL Foundation will distribute proceeds from the 2017-18 Annual Appeal through an internal grant program designed to fund innovation at the library. All APL staff are eligible to apply for funds up to \$500. Applications are due on July 13 with award notifications on July 23. The Annual Appeal raised

\$12000 this year. Up to \$10,000 will be distributed in this July round. There will be a second call for applications due on Nov. 2.

The Foundation was awarded a \$2,500 capacity-building grant from the Community Foundation for the Greater Capital Region to support the Friends-Foundation merger.

Looking Forward

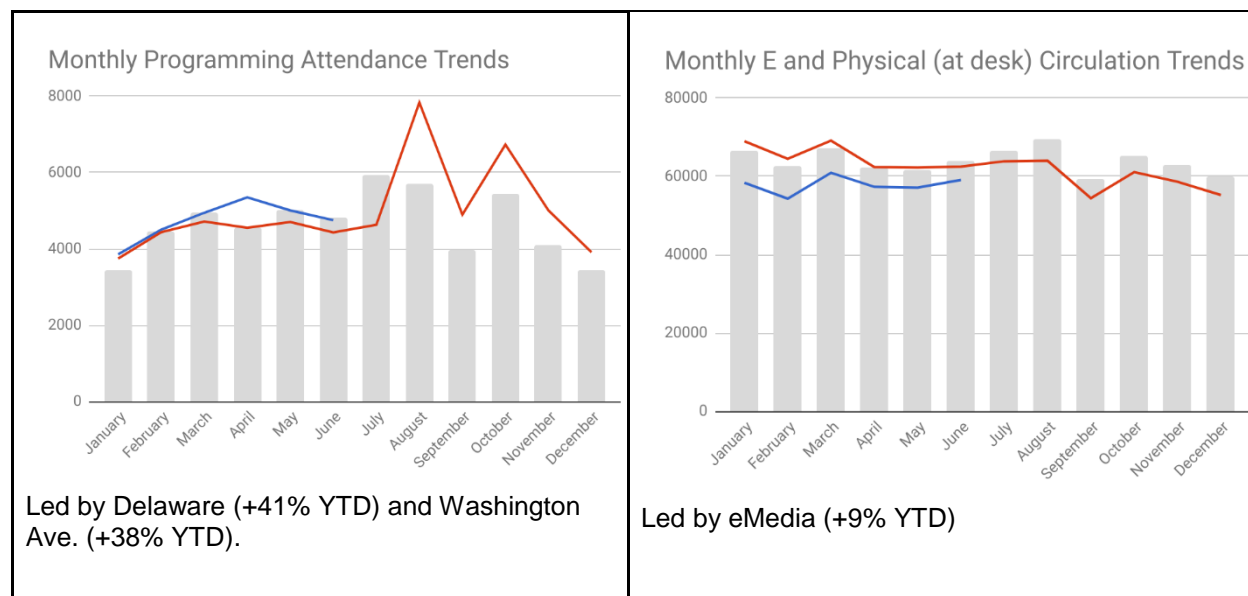
The Delaware Branch hosts a used book sale on July 7 as part of that neighborhood's annual garage sale, and in place of our SummerFest SRP event. APL will participate in a CDTA press conference for the official opening of the new Lark/Library bus station in front of the Washington Ave. Branch on July 12. Garage Bands, the popular summer series, returns July 13 with Mixed Roots Reggae Night and continues with concerts in August and September.

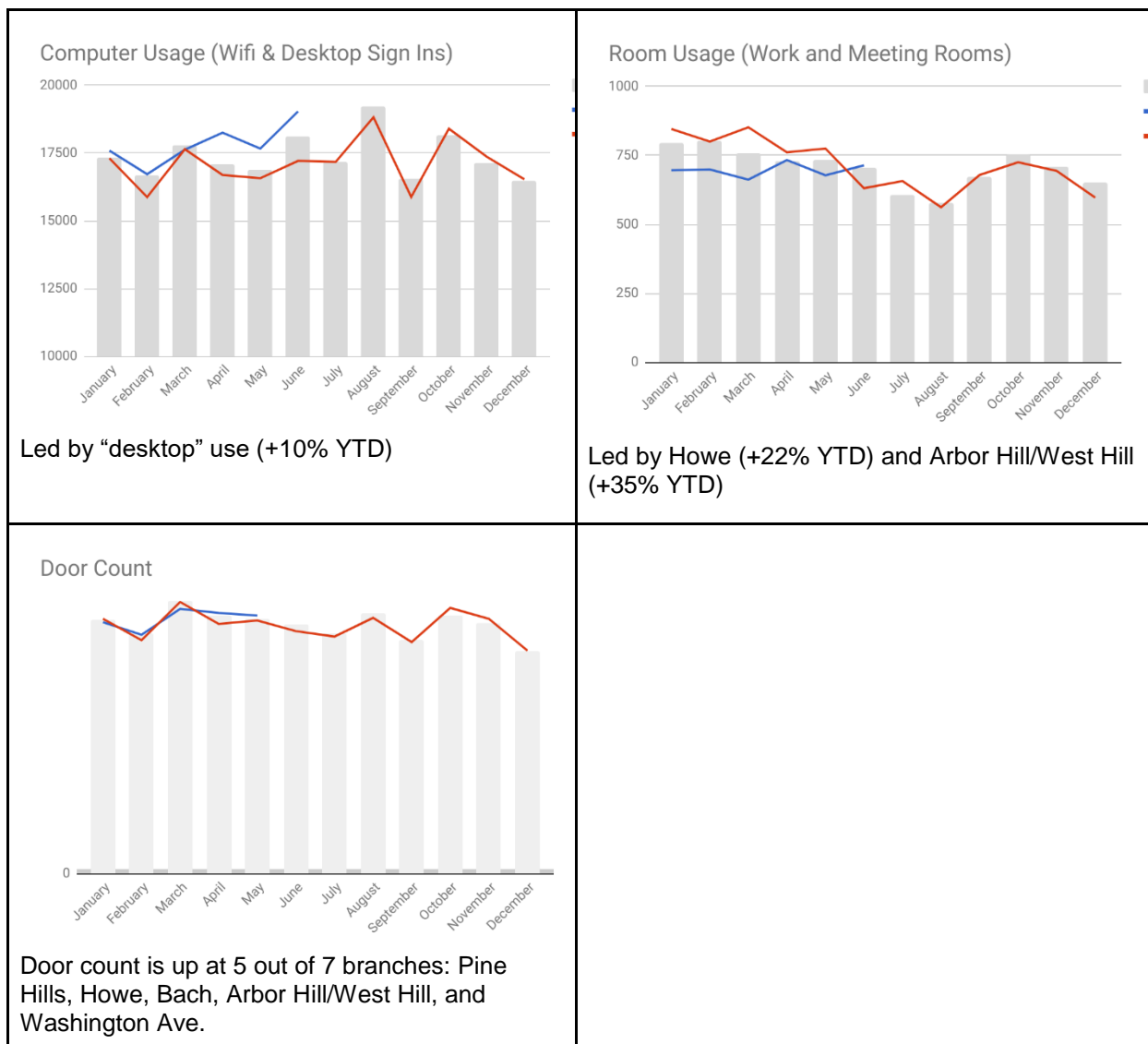
Executive Director's Report

- The library administration met with the YMCA to deliver our letter about "General Use fees" and to discuss staying in the building.
- The library administration met with counsel and the City Treasurer's Office about moving forward with the request to be included in PILOT payments this year.
- The library administration drafted an agreement with ACAP to expand the Head Start classrooms from 2 to 3 this coming school year.
- The Executive Director was a guest on the Spectrum News "In Focus" to discuss the APL Summer Reading Program and the summer slide.

Statistics

Month: JUNE





SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- The Reference Department hosted a poetry reading with local poet, Sarah Giragosian on June 12. Giragosian read from her award-winning book, *Queer Fish*. A dozen people attended and the author was very thankful for the help with the program, refreshments and promotion. She donated her book to the library for circulation.

Youth Services

- Our YS team did a great deal of outreach to local schools and at community events this month to get city youth excited for this year’s summer reading program. Overall, we saw more than 350 people.

- Our week of after-school Summer Reading sign-ups was a smashing success with over 140 kids and adults enjoying assorted healthy snacks and registering for Summer Reading.

ARBOR HILL/WEST HILL BRANCH

Adult Services

- In June, the Arbor Hill/West Hill Branch learned that one of its regular patrons completed their first novel, joining the ranks of local author. This novel was primarily completed at the branch on public computers over an extended period of time. A future book signing event is currently in the works.

Youth Services

- The branch was visited by classes from the Arbor Hill Elementary School and the Edmund J. O'Neil Middle School of Excellence during the month of June. Children were given a tour and prepared for the upcoming library Summer Reading Program.

West Services Area

BACH BRANCH

Adult Services

- The "Tech 101: What is the Cloud?" program for seniors was well attended. Participants appreciated the topic and the knowledge of the instructor who is a digital resource educator with Cornell Cooperative Extension. We plan to have her back for another class in the fall.
- Computer Club attracted four senior instructors and seven senior participants looking for help.
- The Ballroom Dancing Instruction class, which occurred on four Thursday evenings, was successful with half-a-dozen people at each class.

Youth Services

- The librarian spent a morning at New Scotland Elementary School where she spoke with kindergarten, 1st and 3rd grades to tout the Summer Reading Program. The 5th graders from New Scotland Elementary visited us at the library where they learned about summer reading and were introduced to the teen section.
- The soft Summer Reading kick-off beginning mid-month was successful, and the branch had several children complete 10 hours of reading within days. Those children are already working on getting to 50 hours. The official start of the Summer Reading Program on June 23 had 20 kids coming to the branch to sign-up, make a pet rock and enjoy a cupcake.

PINE HILLS BRANCH

Adult Services

- The Friends of the Pine Bush have installed a lovely exhibit of nature photographs all around the library, which will remain up through the summer. This ties in very well with our butterfly garden, which is beginning to bloom.
- The second session of our Pine Hills historic walking tour was a great success, and the paper versions of the tour were also very popular.
- The Library Links program is going well this month. We have seven seniors registered, and we did about 10 deliveries this month. Circulation staff has done an excellent job promoting the program that delivers books and materials to seniors.
- The adult Summer Reading Program has just started at all branches, and we are hoping for a good participation rate this summer.

Youth Services

- Summer Reading started and 83 kids and teens signed up at our kick-off event on June 23. As of June 27, we had 167 kids and teens registered. Our first two SRP programs were well attended by families.
- Jessica Shea from Reptile Adventure and her husband Brian came to the Summer Reading kickoff event to show us their lizards, snakes, turtles and a chameleon. The 43 attendees had a very interesting time.

East Services Area

DELAWARE BRANCH

Adult Services

- Ten residents of the Veterans Administration hospital are signed up for Library Links. During the report period, there were three deliveries/pickups. 21 books. A visit to the VA by the Library Links coordinator is planned for July 9 to discuss with the residents/patrons how the program is working, and if there is any way it could be improved.
- Our Skill Up program had low attendance. But one participant works for the Albany Community Action Partnership and plans to go back and show others at ACAP how to use it and use it in the many career readiness classes she teaches. She said it will be an asset in her agency's mission to help clients find jobs.

Youth Services

- Our Tween Crafternoon participants tie-dyed socks on the back patio. Teens were able to dip dye their own multi-colored creations and bring them home.
- The Teen Chef program returned with a popular classic: French bread pizzas. Tweens and teens were able to create their own tasty dishes, using an assortment of ingredients.
- We had a full house for Sam Sam the Magic Man with 60 people in the audience at our SRP kickoff party. Families enjoyed free ice cream before and during the show. About 80 people attended the party, between coming in to sign up for SRP, enjoying the ice-cream social and watching the magic show.
- One of the Delaware librarians wrapped-up her year-long monthly visits with the ASH Pre-K classes on June 12. Unlike Grades K-5, ASH Preschoolers (60 students) do not receive library classes in school, so APL has helped out. We sang songs, did fingerplays, read books and discussed the following themes: alphabet, shapes, nursery rhymes, fairy tales, ocean animals, life cycle of butterflies, holidays, emotions and kindergarten readiness. They were also told about the Summer Reading Program.

HOWE BRANCH

Adult Services

- Our special Pride Month Social Justice Film Series film occurred, with a smaller but vocal and engaged group. We were very happy to meet with In Our Own Voices and partner with a new facilitator for this program and discuss future possibilities.
- With Pen continues to draw in new patrons who engage beyond the program. Sew What, With Pen in Hand, and High School Equivalency programs continue to be steady and attract new patrons.

Youth Services

- In partnership with The Red Bookshelf and Giffen Elementary, we had a special SRP outreach assembly and Books 2 Beats recording session with 500 kids, staff members, and author Ty Allan Jackson. Kids recorded themselves reading his book, and to inspire them we showed our brand new compilation of Mayor Sheehan and other city employees, Giffen teachers and staff, and others rapping.

- Howe's SRP Kickoff party was a massive success, with over 60 patrons taking part, signing up for SRP, playing games and doing crafts, and joining in our library band. Kids and teens tried their hand at electric guitar and drums, and stepped up to the mic to sing their favorite songs or make up new ones.
- Cosmetology Lab is wrapping up, but was a huge success that we will build upon, including some special programs in partnership with the Center for Law and Justice.
- All our seedlings are now planted in our Community Garden plot, with kids and teens helping water and maintain them. We've expanded this to partner with Schuyler Mansion on a pair of programs for teens and adults.

NORTH ALBANY BRANCH

Adult Services

- The Book Club met on June 20. We had five members this month. The group also agreed on dates for the remainder of the summer thru October.

Youth Services

- The teens have asked for an upgrade to our gaming systems. Since they do not seem to be interested in using the devices that the branch owns, we suspended the Game On program for the summer. The teens continue to play collaboratively on the PCs using Roblox.
- We had a great turnout for our wind chimes program and our STEM Father's Day craft. The STEM project for Father's Day, making Star Wars lightsaber greeting cards, was a challenge, but the finished product was worth the effort of learning how to use the materials.
- June saw the branch continuing to be busy with Summer Reading outreach efforts and end of the school year library visits. Several classrooms from the Albany International Center came to the library for an overview of the Summer Reading Program.

OPERATIONS

FINANCE

- Implemented succession training
- Finalized NYS Construction grant on electrical and security cameras

HUMAN RESOURCES

- 65 staff members and their families attended Staff Appreciation Night
- Began implementation of adding performance & compensation services to Paylocity
- HR Department completed "Performance Management for Administrators" training
- Met with Paylocity to review their updated scheduling product vs.W2W
- Developed summer water challenge for staff to begin in July and run through September
- Developed succession plan for Finance and HR departments when CFO retires in December 2018

	Number	YTD Change
Full Time	62	
Part Time/Temp	67	
Hired	7 (Temps)	
Promotion	0	
Resignation	1	
Termination	0	

Vacancy	7	
Staff Size	129	
Training		

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	23/109.5hrs	

- Collaborated with UHLS libraries to march in the Pride Parade. Bleecker the owl waved at the crowds from the festively decorated truck.
- Tabled at the June Movies Under the Stars events held so far.
- Tabled at Ezra Prentiss housing at their summer food event to promote summer reading.
- Hosted a few pop-up libraries at various senior housing centers and community meals.
- Bleecker greeted Albany youth at several schools during morning arrival the last weeks of school.
- Staff decorated the sidewalks at a few elementary schools with chalk designs to promote summer reading.
- Staff met with organizations to plan a book fair in Albany for September and a youth essay contest for the summer.

FACILITIES

	Number	YTD Change
Work Orders	135	

- CDTA Bus Stop was completed and soft opening was July 1.
- Lots of work orders with maintenance work being done on all branches.
- Washington Ave. third floor new IT Department is being built.
- Full annual building inspections of each branch are happening July 18, so preparations are underway. This inspection gives us our annual Public Assembly Space Certificate for operation.

COLLECTION MANAGEMENT SERVICES

- Department is in transition after retirement of CMS manager

INFORMATION TECHNOLOGY

- Resolved 58 help desk tickets.
- Finished deployment of new printers to public technology areas of all branches. Rollout of new services (e.g. color printing) to follow in July or August.
- Finished purchases related to network/Internet upgrade. ISP vendors began the rollout of (FirstLight) dark fiber networking, 1Gbps fiber Internet, and (Spectrum) 400Mbps coax Internet lines running parallel to the current Internet and site-to-site fiber. The switchover to the new network/Internet will happen in early July.
- Fixed error freezing certain branch servers after Windows Updates (requiring site visit to resolve). Affected branch servers now update and reboot without issue.

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	36,601	+13%
Facebook Likes	3,513	+12%
Twitter Followers	3,030	+10%
Instagram Followers	3,096	+5%
Online Contacts	29	-17%
Press Releases	1	-66%

- Content: Print and digital promotional materials including: SRP whole program and dozens of individual programs, SkillUp, Albany Archives program, Let's Talk about Albany, and more. eNotes stories include: Spirits & Cocktails, SRP, Albany architecture walking tours, Albany Archives, adult SRP, new program guide, summer schedule changes.
- Projects: Disseminated July/August program guide. Full suite of materials and promotion for Summer Reading Program completed.
- Notable Social Media: Facebook -- Summer Reading is almost here (2,090 reached, 52 reactions, 24 clicks). Twitter -- #bookfacefriday inspired by new thriller *The Elizas* (5,282 impressions, 171 engagements). Instagram -- CDTA bus station construction video (171 views, 1 comment).
- Media Coverage: Albany Archives talk: The Cohoes Mastodon and the Center Square neighborhood (All Over Albany), Stopping summer slide: tips to keep your kids sharp for September (NewsChannel 13), interview with APL ED on Summer Plans for Albany Public Library System (Spectrum News In Focus show)

PATRON CULTURE

	Number	YTD Change
Incidents		
Positive Comments		
Neutral Comments		
Negative Comments		

DRAFT



DRAFT APL Board of Trustees 2019 Meeting Schedule

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

DATE	LIBRARY BRANCH
January 8	Washington Ave. Branch
February 12	Pine Hills Branch
February 26 (<i>Budget Session</i>)	Howe Branch
March 12	Arbor Hill/West Hill Branch
April 9	Bach Branch
May 14	Delaware Branch
June 11	North Albany Branch
July 9 (<i>Annual Meeting</i>)	Washington Ave. Branch
August 13	Pine Hills Branch
September 10	Howe Branch
October 8	Arbor Hill/West Hill Branch
November 12	Bach Branch
December 10	Delaware Branch

MEETING ROOM REQUEST GUIDELINES AND POLICY

PURPOSE:

Albany Public Library maintains meeting room space for use by non-profit community groups, associations, and agencies when such space is not being used for library sponsored programming. The library endorses the principles adopted by the American Library Association in the [Library Bill of Rights](#) regarding meeting room use which state, “Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations.” Authorization to use meeting rooms does not constitute an endorsement by the library of a group or organization’s positions or beliefs.

POLICY:

Albany Public Library makes its spaces available on equal terms to all qualified groups subject to the regulations below:

1. All meetings must be free and open to the public. Unless specifically approved by the Library Administration, no fees, dues or donations may be charged or solicited for any program.
2. Meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, programs by private for-profit health care representatives, etc.
3. Library sponsored programs take priority over all other meeting room reservations. The library reserves the right to cancel meeting room reservations at any time in the event of a conflict with a library sponsored program. In these instances, the organization’s contact person will be informed and every effort will be made to arrange alternate space for the displaced program. The library is not responsible for notifying group members of a cancellation or advertising a change in the meeting room schedule.
4. Programs may not disrupt the use of the library by others. All persons using the meeting rooms are subject to all library rules and regulations. Meeting rooms may be used for performance or rehearsal of dramatic, musical, or theatrical productions, etc. as long as the specific activity does not disrupt other library activities.
5. All groups using the meeting rooms are expected to leave the facilities in a clean and orderly condition and are responsible for damage to library property. The library shall charge the group or organization if housekeeping or maintenance service is necessary. The minimum charge will be \$25.
6. Meetings may not be scheduled to begin until 30 minutes after the library opens (i.e. 9:30 am when the library opens at 9:00 am) and meetings must end 30 minutes prior to library closing to ensure sufficient time to vacate the building. In the case of after-hours reservations (see below) meetings must end no later than 9:00 pm.
7. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may reserve meeting rooms more than three (3) months in advance and no group may book a meeting room more than eighteen (18) times in a twelve-month period.

8. The library shall not assume responsibility for the security of items brought into the meeting rooms. The library will not provide storage of material or equipment for a group or organization.
9. Alcohol and tobacco products are not permitted in the meeting rooms. No open flames or candles may be used in the meeting rooms.
10. Neither the name nor address of any Albany Public Library location may be used as the address or headquarters of a group or organization.
11. The library reserves the right to review all material distributed at meetings and to approve any signage to be displayed on library property.
12. Meeting rooms must be reserved by an adult (18 years of age or older). Persons bringing children to meetings must assume responsibility for their care and behavior.
13. The library reserves the right to determine the number of events that will be held simultaneously at its facilities.
14. Failure to comply with these regulations may result in the suspension of a group's meeting room privileges.
15. Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of the Library Administration.

After-Hours Use

Our six locations with meeting rooms can accommodate after hours use of the community meeting rooms. All of the rules detailed in the above policy are in effect for after-hours use. In addition, the following limitations are in effect for all after-hours reservations:

- After-hours reservations will be accepted for Monday-Thursday evenings.
- Meetings must end no later than 9:00 pm.
- A limited number of locations are available on any given night and appearance of availability in the request system does not guarantee actual room availability.

After-hours meeting room reservations must be made with the library **AT LEAST 14 CALENDAR DAYS IN ADVANCE OF THE USE DATE** to allow for appropriate staffing.

Room Set-up

The library staff will not be responsible for room set up or rearranging furniture or equipment in advance of a meeting. Organizations will be responsible for room set-up and must return the room to the original arrangement at the completion of the meeting. Failure to comply may result in the suspension of a group's meeting room privileges.

Kitchen Facility Use

Light refreshments may be served only in those meeting rooms equipped with kitchen facilities. The organization is responsible for supplying all utensils and equipment and will be responsible for immediate clean-up of the meeting room and the kitchen. **All refuse from events serving food or drink must be removed from the building and premises by the organization at the completion of the meeting.** The library shall charge the group or organization if housekeeping or maintenance service is necessary. The minimum charge will be \$25. Additionally, failure to comply may result in the suspension of a group's meeting room privileges.

Audio-Visual Equipment Use

Requests for audio visual equipment must be made at the time the room is reserved. The suite of equipment available at each location may vary – organizations should verify what is available at a specific location at the time the room is reserved. Library staff will not serve as operators for the equipment, but will provide simple

written instructions for equipment use. **DVDs, videotapes, etc. are protected by copyright laws and, unless designated as public domain material or accompanied by Public Performance Rights, cannot be shown in any library meeting room.**

Meeting room use is contingent upon accepting the library's meeting room policy. To continue to our room reservation request form, please review the policy below and click on the acceptance link to continue.

PROCEDURE:

As stated above.

RESPONSIBILITY:

It is the responsibility of all library employees to ensure compliance with this policy.

APPROVED:

Revised and approved on June 2016

REVIEW DATE:

To be reviewed June 2018