

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 13, 2018 | 6:00 pm
Bach Branch | 455 New Scotland Ave.

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

Call to Order

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

Minutes

Treasurer's Report and Check Register

Committee and Liaison Reports

- Finance Committee
- Policy & Governance Committee
- Joint Meeting: Finance and Policy & Governance Committees

Review Policies and Procedures Grid

Director's Report

Unfinished Business

- Strategic Plan Progress Discussion

New Business

- Policy Review: Room Use Policy, Internet Use Policy, Board Expectations Policy
- Fine Free Proposal
- Five-Year Financial Plan Update
- Calendar of 2019 Committee Meetings
- Recognition of Mary Cullinan

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

Executive Session (if necessary)

Adjournment

Next Meetings

- Finance Committee Meeting | November 19 (Wed) at 6:00 pm | Washington Ave. Branch
- Personnel Committee Meeting | November 28 (Wed) at 6:00 pm | Washington Ave. Branch
- Full Board of Trustees Meeting | December 11 (Tues) at 6:00 pm | Washington Ave. Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 9, 2018 Howe Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Andrew Bechard (vice president), Alison Calacone (vice president for finance), Brenda Robinson (secretary), Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

LATE: Michael Nepl (6:19 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (east branches manager), Rebecca Del Gaizo (administrative assistant), Robert Schofield (counsel)

CALL TO ORDER: Strong called the meeting to order at 6:05 pm.

PUBLIC COMMENT: No comments from the public were made.

MINUTES: The draft minutes from the September 11 regular board meeting were reviewed. Bechard made a motion, seconded by Robinson, to accept the minutes with one correction. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from January 1 through July 31, 2018) was presented and will be filed.

The updated check register (September 13, 2018 through October 10, 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 & LIAISON REPORTS:

JOINT MEETING WITH FINANCE COMMITTEE AND POLICY & GOVERNANCE

COMMITTEE: Calacone provided an update of the most recent meeting, which discussed eliminating library fines for patrons. Administration will do more research and provide it to the trustees for discussion at the next joint meeting of the Finance and Policy & Governance committees.

UHLS BOARD: Finn provided a brief report about the UHLS board meeting. He reported that the NYS Construction Grant request, which is administered through UHLS, to fund the Howe Branch roof replacement was approved for 80 percent of the requested amount.

PEG BOARD: Jarzembek discussed the PEG Board's most recent information meeting. The public access TV group is preparing to purchase new equipment for the studio once new quotes are obtained.

POLICIES AND PROCEDURES REVIEW: There were no updates as the Policy & Governance Committee did not meet in the previous month.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He also shared an update about after-school issues with teens at the Arbor Hill/West Hill Branch. The library has met with a number of involved organizations, including the City School District of Albany, Arbor Hill Neighborhood Association, SNUG, and City of Albany Department of Recreation, to discuss possible solutions. The board had a discussion about the issues, and Jarzombek indicated that APL will continue to work with city, community, and school organizations.

UNFINISHED BUSINESS:

REPORT ON QUARTERLY EVALUATION OF BOARD MEETING: Strong reviewed the results from the evaluation, and the trustees briefly discussed the committee meeting structure.

NEW BUSINESS:

QUARTERLY UPDATE ON STRATEGIC PLAN: Jarzombek provided a presentation to the board about progress on the goals, objectives, and tactics of the strategic plan, which runs through 2020.

M/C ANNUAL ASSESSMENTS: Jarzombek discussed the annual assessments for Assistant Director Melanie Metzger and Facilities Manager Dan Altheiser. Jarzombek said both employees passed their annual reviews. Jarzombek recommended a 2.5 percent raise for Metzger and a 3.5 percent raise for Altheiser. Pitera made a motion, seconded by Bechard, to approve the requested raises for these management/confidential employees. The motion was approved unanimously.

2019 UHLS CENTRAL LIBRARY DEVELOPMENT AID BUDGET: Jarzombek presented the draft 2019 UHLS central library development aid budget, which totals \$207,868. This spending plan benefits APL, which provides some library functions and collections as the central library in the consortium of libraries in Albany and Rensselaer counties. Calacone made a motion, seconded by Finn, to approve the UHLS central library development aid budget as presented. The motion was approved unanimously.

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY: Schofield gave a brief overview of the updated policy, which reflects new anti-discrimination and anti-harassment laws recently passed in New York State. To be fully compliant with the new law, the library was required to approve the policy by October 9, 2018. Neppl made a motion, seconded by Shearer, to approve the updated policy as presented in order to be in compliance with NYS law and then send the document to the Policy & Governance Committee for a more thorough review. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

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

NEXT MEETING: Tuesday, November 13 | Bach Branch at 6:00 pm

DRAFT

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE NINE MONTHS ENDED
SEPTEMBER 30,2018

| | ANNUAL BUDGET | CURRENT MONTH | YEAR TO DATE | % BUDGET EXPENDED |
|-----------------------------------|------------------|------------------|------------------|----------------------|
| Support and Revenue | | | | |
| Tax Levy-Library Operations | 6,981,872 | 581,823 | 5,236,406 | 75.00% |
| Tax Levy- Branch Improvement Plan | 1,650,594 | 137,550 | 1,237,946 | 75.00% |
| Future Operations Income | | 7,131 | 64,180 | FAV |
| NYS Grants & Aid | 214,000 | 60,221 | 240,971 | 112.60% |
| NYS Construction Grant | - | - | 9,199 | |
| Federal Grants & Aid | 38,000 | 3,321 | 29,893 | 78.67% |
| Fine Income | 85,000 | 4,271 | 47,702 | 56.12% |
| Fees Income | 55,000 | 2,646 | 55,726 | 101.32% |
| Book Sales | 0 | - | 3,491 | |
| Interest Income | 20,000 | (6,105) | 10,945 | 54.73% |
| Foundation Contributions | 25,000 | - | - | 0.00% |
| Rental income | 0 | 5,934 | 36,353 | |
| Miscellaneous income & Aid | 5,000 | 122 | 6,067 | |
| Fund Balance Used | 288,990 | | | |
| Total Support and Revenue | 9,363,456 | 796,914 | 6,978,879 | 74.53% |
| Expenditures | | | | |
| Payroll and Related costs | 5,706,862 | 409,895 | 3,903,710 | 68.40% |
| Occupancy Costs | 597,500 | 28,449 | 475,714 | 79.62% |
| Materials and Services | 655,000 | 44,428 | 475,691 | 72.62% |
| Administration and Miscellaneous | 443,500 | 31,703 | 278,514 | 62.80% |
| Information Technology | 310,000 | 27,034 | 326,560 | 105.34% |
| Contingency | - | - | - | |
| Total Expenditures | 7,712,862 | 541,509 | 5,460,189 | 70.79% |
| Debt Service | 1,650,594 | 137,550 | 1,237,946 | 75.00% |
| Net Income (Loss) | - | 117,855 | 280,744 | |

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE NINE MONTHS ENDED
 SEPTEMBER 30,2018

| | ANNUAL BUDGET | MONTH | YEAR TO DATE | % BUDGET EXPENDED |
|----------------------------------|------------------|----------------|------------------|----------------------|
| PAYROLL AND RELATED COSTS | | | | |
| Salaries | 3,945,995 | 276,201 | 2,678,160 | 67.87% |
| NYS Retirement System | 486,067 | 36,573 | 329,155 | 67.72% |
| Payroll Taxes | 278,133 | 20,409 | 197,914 | 71.16% |
| Hospital Insurance | 956,306 | 75,278 | 668,518 | 69.91% |
| Payroll processing Costs | 20,000 | 1,434 | 13,115 | 65.58% |
| Employee Bus Passes | 18,861 | - | 16,844 | 89.31% |
| Unemployment Insurance | 1,500 | - | 4 | 0.27% |
| TOTAL | 5,706,862 | 409,895 | 3,903,710 | 68.40% |
| OCCUPANCY COSTS | | | | |
| Occupancy Costs | 20,000 | 1,600 | 16,740 | 83.70% |
| Utilities & Telephone | 180,000 | 6,557 | 138,205 | 76.78% |
| Maintenance & Repairs | 246,000 | 9,276 | 242,465 | 98.56% |
| Maintenance Supplies | 64,000 | 4,224 | 40,182 | 62.78% |
| Security | 20,000 | - | - | 0.00% |
| NYS Construction Grant | 17,500 | - | 11,922 | 68.13% |
| Furniture/Building Improvements | 50,000 | 6,792 | 26,200 | 52.40% |
| TOTAL | 597,500 | 28,449 | 475,714 | 79.62% |
| MATERIALS and SERVICES | | | | |
| Books, etc. | 440,000 | 31,058 | 261,776 | 59.49% |
| Periodicals | 45,000 | - | 51,940 | 115.42% |
| Central Library Data Base | 100,000 | 2,699 | 69,336 | 69.34% |
| Central Library Book Aid | 25,000 | - | 69,936 | 279.74% |
| Digital Content | 45,000 | 10,671 | 22,703 | 50.45% |
| TOTAL | 655,000 | 44,428 | 475,691 | 72.62% |
| ADMINISTRATIVE and MISC. | | | | |
| Office & Library Supplies | 60,000 | 2,579 | 60,261 | 100.44% |
| Postage | 5,000 | 120 | 4,243 | 84.86% |
| Publicity, Printing | 35,000 | 638 | 20,918 | 59.77% |
| Training and Travel | 18,500 | 6,447 | 20,904 | 112.99% |
| Community Activities | 7,000 | - | 6,263 | 89.47% |
| Professional Services | 185,000 | 7,207 | 75,936 | 41.05% |
| Misc Grant Expense | 0 | - | - | 0.00% |
| Programming Activities | 68,000 | 3,392 | 34,012 | 50.02% |
| Insurance | 65,000 | 11,320 | 55,977 | 86.12% |
| TOTAL | 443,500 | 31,703 | 278,514 | 62.80% |
| INFORMATION TECHNOLOGY | | | | |
| Information Technology Services | 195,000 | 24,409 | 205,836 | 105.56% |
| Information Technology Software | 15,000 | - | 27,390 | 182.60% |
| Information Technology Hardware | 100,000 | 2,625 | 93,334 | 93.33% |
| TOTAL | 310,000 | 27,034 | 326,560 | 105.34% |
| CONTINGENCY | 0 | - | - | 0.00% |
| DEBT SERVICE PAYMENT | 1,650,594 | 137,550 | 1,237,946 | 75.00% |
| TOTAL EXPENDITURES | 9,363,456 | 679,059 | 6,698,135 | 71.53% |

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Oct 11, 2018 to Nov 14, 2018

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | Description |
|---------|----------|--|-----------|---|
| 9056 | 10/11/18 | Albany Water Board | 176.62 | Building Repair/Maint. |
| 9057 | 10/11/18 | National Grid | 8,764.25 | Heat, Light and Power |
| 9058 | 10/15/18 | First Light Fiber | 6,332.24 | IT Services/Telephone Expense |
| 9059 | 11/14/18 | Midwest Tape | 2,051.25 | Audio/Visual |
| 9060 | 11/14/18 | W.B.Mason Co., Inc. | 2,034.57 | Office/Maint. Supplies |
| 9061 | 10/18/18 | CSEA | 1,816.05 | Union Fees |
| 9062 | 10/18/18 | CSEA Employee Benefit Fund | 20.17 | Insurance-Hospitalization |
| 9063 | 10/18/18 | MetLife-TSA Contribution | 1,876.00 | 403b |
| 9064 | 10/18/18 | NYS Deferred Comp Plan | 2,241.36 | NYS Def. Comp. Plan |
| 9065 | 10/18/18 | Pearl Carroll & Associates LLC | 12.01 | Short Term Disability |
| 9066 | 10/18/18 | The Travelers | 1,295.00 | 403b |
| 9067 | 11/14/18 | Baker & Taylor | 4,702.98 | Books-Adult |
| 9068 | 11/14/18 | Ingram Library Services | 187.87 | Books-Adult |
| 9069 | 11/14/18 | Midwest Tape | 910.79 | Audio/Visual |
| 9070 | 11/14/18 | Baker & Taylor | 5,635.14 | Books-Adult |
| 9071 | 11/14/18 | Midwest Tape | 720.81 | Audio/Visual |
| 9072 | 11/14/18 | OverDrive, Inc. | 3,778.29 | Central Library Book Aid/Electronic Databases |
| 9073 | 11/1/18 | CSEA | 1,875.43 | Union Fees |
| 9074 | 11/1/18 | CSEA Employee Benefit Fund | 20.17 | Insurance-Hospitalization |
| 9075 | 11/1/18 | MetLife-TSA Contribution | 1,956.00 | 403b |
| 9076 | 11/1/18 | National Grid | 12,646.22 | Heat, Light and Power |
| 9077 | 11/1/18 | NYS Deferred Comp Plan | 2,240.74 | NYS Def. Comp. Plan |
| 9078 | 11/1/18 | Pearl Carroll & Associates LLC | 12.01 | Short Term Disability |
| 9079 | 11/1/18 | The Travelers | 1,295.00 | 403b |
| 9080 | 11/14/18 | Ingram Library Services | 243.25 | Books-Adult |
| 9081 | 11/14/18 | W.B.Mason Co., Inc. | 713.58 | Office/Maint. Supplies |
| 9082 | 11/14/18 | W.B.Mason Co., Inc. | 1,092.93 | Office/Maint. Supplies |
| 9083 | 11/14/18 | Abigail Kirkman | 250.00 | Programming Delaware |
| 9084 | 11/14/18 | Accuprint | 3,574.61 | Publicity and Printing |
| 9085 | 11/14/18 | Accomack Interfaith Crisis Council | 75.00 | Sunshine Club |
| 9086 | 11/14/18 | Allied Administrators for Delta Dental | 3,677.67 | Insurance-Hospitalization |
| 9087 | 11/14/18 | Ashleigh Kinsey | 85.00 | Programming Delaware |
| 9088 | 11/14/18 | Baker & Taylor | 3,962.54 | Books-Adult |
| 9089 | 11/14/18 | Blick Art Materials | 226.86 | Programming Pine Hills |
| 9090 | 11/14/18 | Capital District Child Care Co | 225.00 | Programming Delaware |
| 9091 | 11/14/18 | Cara Hanley | 80.00 | Programming Pine Hills |
| 9092 | 11/14/18 | CDPHP | 8,224.22 | Insurance-Hospitalization |
| 9093 | 11/14/18 | CDW G | 40.80 | IT Hardware |
| 9094 | 11/14/18 | Charles Slatterick | 390.00 | Contracted Services |
| 9095 | 11/14/18 | Daniel Barker | 31.25 | Programming Howe |
| 9096 | 11/14/18 | Danker | 90.95 | Sunshine Club |
| 9097 | 11/14/18 | Dana Sela | 70.00 | Programming Pine Hills |
| 9098 | 11/14/18 | The Davey Tree Expert Company | 7,795.00 | Building Repair/Maint. |
| 9099 | 11/14/18 | De Lage Landen Financial Services, Inc | 956.12 | Contracted Services |
| 9100 | 11/14/18 | Dell Marketing L.P. | 1,197.64 | IT Hardware |
| 9101 | 11/14/18 | Demco, Inc. | 5,185.93 | Furniture/Office Supplies |
| 9102 | 11/14/18 | Eastern Managed Print Network | 64.10 | Contracted Services |
| 9103 | 11/14/18 | Elizabeth Karp | 200.00 | Programming Wash. |
| 9104 | 11/14/18 | Federal Express | 119.89 | Postage |
| 9105 | 11/14/18 | Findaway World, LLC | 142.48 | Books-Audio |
| 9106 | 11/14/18 | Grainger | 442.48 | Supplies (Maint.) |
| 9107 | 11/14/18 | Guilderland Public Library | 14.99 | Fines and Fees Expense |
| 9108 | 11/14/18 | The Hartford | 68,068.28 | Insurance-Liability |
| 9109 | 11/14/18 | Library Trustees Association of NYS | 525.00 | Memberships |
| 9110 | 11/14/18 | MailFinance | 119.95 | Postage |
| 9111 | 11/14/18 | Marvin and Company, P.C. | 375.00 | Contracted Services |
| 9112 | 11/14/18 | MicroMarketing LLC | 1,024.59 | Books-Audio |
| 9113 | 11/14/18 | Midwest Tape | 2,638.08 | Audio/Visual |
| 9114 | 11/14/18 | MNO Books | 100.00 | Programming Pine Hills |

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Oct 11, 2018 to Nov 14, 2018

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | Description |
|---------|----------|---------------------------------------|------------|---|
| 9115 | 11/14/18 | Monoprice, Inc. | 177.38 | IT Hardware |
| 9116 | 11/14/18 | MVP Health Care, Inc. | 55,920.84 | Insurance-Hospitalization |
| 9117 | 11/14/18 | National Business Technologies | 516.38 | Contracted Services |
| 9118 | 11/14/18 | New Horizons @ LO Rochester | 5,000.00 | Travel/Staff Development |
| 9119 | 11/14/18 | Noteworthy Resources of Albany, Inc. | 220.00 | Programming Wash. |
| 9120 | 11/14/18 | New York Library Association | 253.00 | Travel/Staff Development |
| 9121 | 11/14/18 | Oriental Trading Company, Inc. | 46.96 | Programming Delaware |
| 9122 | 11/14/18 | OverDrive, Inc. | 10,162.41 | Central Library Book Aid/Electronic Databases |
| 9123 | 11/14/18 | Paul Lamar | 125.00 | Programming Pine Hills |
| 9124 | 11/14/18 | PNJ Technology Partners | 396.00 | IT Services |
| 9125 | 11/14/18 | Raurri Jennings | 200.00 | Programming Wash. |
| 9126 | 11/14/18 | Richard Waugh | 444.97 | Insurance-Medicare Reimb. |
| 9127 | 11/14/18 | Ryan Devine | 200.00 | Programming Wash. |
| 9128 | 11/14/18 | Sarah Stanwicks | 8.66 | Exchange Account |
| 9129 | 11/14/18 | Society for Human Resource Management | 189.00 | Memberships |
| 9130 | 11/14/18 | Staples Advantage | 61.94 | Office Supplies |
| 9131 | 11/14/18 | Stephan Haimowitz | 400.00 | Programming Wash. |
| 9132 | 11/14/18 | Televend Services, Inc. | 1,760.85 | Fines and Fees Expense |
| 9133 | 11/14/18 | The Albany YMCA | 1,600.00 | Shared Services-North Albany |
| 9134 | 11/14/18 | T-Mobile | 618.55 | IT Services |
| 9135 | 11/14/18 | Upper Hudson Library System | 1,170.44 | IT Services |
| 9136 | 11/14/18 | UniFirst Corporation | 92.80 | Maint. Service Contract |
| 9137 | 11/14/18 | Verizon Wireless | 3,351.41 | IT Services |
| 9138 | 11/14/18 | W.B.Mason Co., Inc. | 602.96 | Office/Maint. Supplies |
| 9139 | 11/14/18 | Whiteman, Osterman & Hanna | 4,542.35 | Legal and Accounting Fees |
| 9140 | 11/14/18 | WMHT | 50.00 | Programming North Albany |
| 9141 | 11/14/18 | Wolberg Electrical Supply Company | 54.00 | Building Repair/Maint. |
| 9142 | 11/14/18 | Baker & Taylor | 1,461.72 | Books-Adult |
| 9143 | 11/14/18 | Ingram Library Services | 7.08 | Books-Adult |
| 9144 | 11/14/18 | MicroMarketing LLC | 245.08 | Books-Audio |
| 9145 | 11/14/18 | Midwest Tape | 880.78 | Audio/Visual |
| 9146 | 11/14/18 | Midwest Tape | 2,120.48 | Audio/Visual |
| Total | | | 267,505.20 | |

Finance Meeting

November 1, 2018

Washington Ave. Branch

Attendance: Mary Cullinan (Chief Financial Officer), Scott Jarzombek (Executive Director), Adam Stump (Budget Officer) , Alison Calacone (Vice President for Finance), Sarah Shearer, Andrew Bechard

Meeting was called to order at 6:12 pm

Agenda:

-Trustees were asked to look at four budget options for the five year plan. Two options presented keeping fines, while the other two presented were fine free.

-The trustees elected to eliminate the two options that kept fines, as we feel that the library is on the path to going fine free.

-One option explored a 1% increase in the tax levy for 2020, while the other explored a 0% increase for 2020 and a 1% increase in years after.

-A question was posed about changing the auditing year. Scott expressed that the current auditing firm has no interest in assisting us with this change and we may get in touch with the former auditors. The plan would be to start mid-year in 2020 on the new fiscal year, making a short year from Jan-June 2020 and then having the fiscal year from July 2020-June 2021.

-Questions were also asked about the facilities walkthroughs and our investments.

-A motion was made by Andrew and seconded by Sarah to go with the option of a 0% increase for 2020 and a 1% increase in years after with the agreement of trying to change the fiscal year in 2020.

-It was also discussed that budget modifications would need to be made before December 1. A next meeting was scheduled for 11/19/18.

-A motion was made by Sarah to adjourn with a second by Andy at 7:04 pm.

P& G Meeting Minutes
10/30/18
6pm Washington Ave. Branch

Present API Trustees: Brenda Robinson (Chair), Sarah Shearer, Mike Nepple; Scott Jarzombek: APL E.D.

Meeting called to order 605pm

Old Business

1. Clarification "Board Year" as noted in Bylaws under absence from legal. **Tabled:**
2. Clarification (legal) on Board's options for chronic absenteeism at Board Meetings. **Tabled:**
3. Board Expectations Policy Review
Recommendation: submission to full Board.
 - Question: where were the headers obtained on the expectations
 - Edits:
 1. General: last bullet, remove verbiage in parenthesis referencing the strategic plan
 2. Committees:
 - 1st Bullet add "Standing" to clarify committee.
 - 2nd Bullet insert: " 24hrs in advance of the final board packet to administrative staff" ...
 3. Discussion on the impact of 24hr rule on scheduling meetings.

New Business

1. Bylaw Review:

- Bylaws are due for review 2018.
- We will email the Bylaws
- P&G will begin By-Law Review. We will set a timeline at our next meeting.

2. Policy Review Process: Change:

- Polices will be reviewed by Policy & Governance only, and will not be presented to the full board if no changes are being made for the policy.
Policies for review will be submitted to full board only if changes proposed. Notification of All policies for review will be sent to the full board prior to P&G meeting, giving opportunity for Board members input, possible changes/discussion. Board members also have the Policy Grid which lists all the policies and the review dates.
If no inquires sent to P&G and no policy changes are recommended, there will only be a P&G review.

3. Policy Grid; 7 Polices for Review.

- 1. **Safety Mission:** Obsolete. This statement is noticed inti in our Employee Safety Policy.
Recommendation: Removal/Delete
- 2. **Bloodborne Pathogens Exposure Control Plan: Tabled**
- 3. **First Aide:** Edit: 2nd sentence: remove "both the public and". Keep Internal
Recommendation: Keep policy Internal
- 4. **Internet Usage:** Edits:
Purpose: 4th line: add "including our WiFi network"
Warning: Add::

The Library's wireless network is not secure, and the Library cannot guarantee the safety of your traffic across its wireless network. The Library assumes no responsibility for the configurations, security or files

on your personal device resulting from connection to the Library's network. Information sent out to or from your device can be captured by anyone else with a wireless device and appropriate software. The Library is not able to provide technical assistance other than the instruction on how to connect to our WiFi network. If you need assistance, contact the manufacturers of your laptop, device, or software. The Library is not responsible for any changes you make to your device's settings. All Library rules and policies apply to WiFi access from our facilities. The Library reserves the right to deny WiFi access to customers who violate our policies. Please view our Internet Use and Behavior Policies for more information.

- **5. Tutoring Policy:** No Edits/Recommendations
- **6. Antidiscrimination and Harassment:** No Edits/Recommendations.
- **7. Meeting Room Request Guidelines and Policy:**
Recommendations: changing title to "Room Use Guidelines and Policy," changed some of the policy to reflect current practice. Added wording about last minute cancelation for "after hours" and added a section about study rooms: Edits Attached.

Sarah Moved to adjourn
Mike seconded
Group adjourned 7:35 pm

Policy Master List

Updated 11/8/18

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 | | 4 th / 2018 | 4 th / 2020 | IT Dept. |

| | | | | | | | |
|--|---|--|---|--|------------------------|------------------------|--|
| Meeting Room Use | X | | X | | 4 th / 2018 | 4 th / 2020 | 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 | | 4 th / 2018 | 4 th / 2020 | (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 NOVEMBER 2018

EXECUTIVE SUMMARY



Overview

APL hosted pop-up libraries at Empire State Plaza and Parkview Apartments, and participated in the annual CDTA Harvest Fest. Staff worked with Wildwood and the Veterans Administration to provide clients and hospital residents with library materials. Staff also attended the University at Albany community service fair to recruit student volunteers. APL partnered with the annual Lantern Parade in Washington Park.

Adult services staff at the Washington Ave. Branch organized training on "Addressing Domestic Violence: Issues for Public Libraries" for staff from APL and other UHLS member libraries.

Youth services started two new programs: Codergarten is a hands-on program that teaches basic coding skills, and the LEGO WeDo Workshop series where kids ages 6 to 12 can learn to program simple LEGO robots. The Arbor Hill/West Hill Branches Taco Day was a major success with 42 participants. The branch also held a Breast Health Workshop for Breast Cancer Awareness month, hosted by local nonprofit "To Life!"

The Bach Branch installed a bird feeder in the garden where it's visible from the children and teen sections to draw interest to the outdoor space. The branch also has a Friday afternoon block program, Built it!, with volunteers from Bishop Maginn High School. Staff is preparing for the Pine Hills Branch to be a US Passport Acceptance Facility in 2019. The Kids Club at the branch had a very popular yo-yo tricks program for teens and tweens.

The community has enthusiastically embraced the Delaware Branch's Quilting 101 for Adults. That branch's Tulip Queen Writing Program for kids was also well attended. The Howe Branch's Walking Dead Day saw a good number of adults come in for free comics, bookmarks, masks, and more. The branch's garden club held a fall harvest party that was well attended. North Albany Branch's Saturday Family Storytime has begun to gain traction.

Sadly this month we saw a critical member of our team move on to bigger and better things. Sarah Clark accepted the position of Library Director at Voorheesville. Sarah had been with the library for over a decade, and has had a major impact on the organization.

Operations

The business office built the 2018 five-year-plan. Human Resources reports open enrollment for staff and retiree health insurance went seamlessly. The windows at Howe and Delaware have been repaired, which were damaged from vandalism. IT has begun the process to replacing half of branch servers.

Development

The APL Foundation's fifth annual Literary Legends Gala was held on Oct. 20 at the historic Howe Branch with well over 100 people in attendance. We honored authors Frankie Bailey and Alice Green. The

library also celebrated Youth FX with the first annual Community Partner Award. The Foundation is still finalizing the numbers, but expects the final amount raised to be between \$31,500 and \$34,000.

Looking Forward

The Arbor Hill/West Hill Branch is excited to announce the start of a Tai Chi for beginners class, which meets on Tuesdays starting this month and goes into December. That branch will also be doing a Thanksgiving centerpiece program on Nov. 21. The Washington Ave. Branch will host Matt Malette (@albanyarchives) as he shares the full story behind his popular Spectrum News local history segments on Dec. 19.

Howe will have a three-part workshop about drumming and dancing on Nov. 28, Dec. 5, and Dec. 12. Delaware's Teen Chefs will be taking on grilled cheese on Nov. 27. Painting at libraries has become very popular and we are hosting more of these programs at several branches. The Delaware Branch has been hosting a popular "Paint and Sip" program, and the next one on Dec. 8 is already full. North Albany is hosting a holiday beading program at Nov. 28.

Pine Hills gets into the holiday spirit on Dec. 3 with handmade cards using the basics of printmaking. The branch is also hosting an Integrated Playgroup on the first Monday of every month. Kids will be reading to a parrot in "Reading is for the Birds" on Dec. 8 at the Bach Branch. If you like Tofurkey, you may want to check out "Cook the Book," a monthly recipe share that will meet at the Bach Branch on Nov. 15.

Executive Director's Report

- Attended Stakeholders Meeting of the Permanent Commission on Access to Justice (11/1)
- Meet with Albany Commissioner of Recreation Jonathan Jones regarding concerns about the Arbor Hill/West Hill Branch (10/11)
- Attended the visit of NYS Assemblymember Patricia Fahy to the Bach and Pine hills Branch as part of her library expedition. (10/11)
- Phone meeting with City School District of Albany Superintendent Kaweeda Adams about the districts plans for North Albany (10/11)
- Attended the Albany Find for Education Annual Gala (10/12)
- Met with representatives of various groups called by Commissioner Jones about behavior around the Arbor Hill /West Hill branch (10/16)
- Meet with City Council Member Joyce Love about behavior at our Arbor Hill/West Hill Branch (10/22)
- Site visit with City Council Member Joyce Love about behavior at our Arbor Hill/West Hill Branch (10/23)
- Phone meeting with Harris Oberlander, CEO of Trinity Institute, about SNUG's involvement at our Arbor Hill/West Hill Branch (10/23)
- Attended Literacy Zone Partnership Meeting (10/26)
- Met with Maureen Sager, Project Director at Upstate Alliance for the Creative Economy (10/31)
- Met with Robert Griffin, University at Albany Dean of the College of Emergency Preparedness, Homeland Security and Cybersecurity (10/31)

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- Reference organized training, "Addressing Domestic Violence: Issues for Public Libraries," for APL staff and opened it up to other UHLS staff members. This training consisted of a panel of five local experts from various social and legal services and law enforcement agencies. Feedback from the training has been overwhelmingly positive.
- We hosted a play on "bad art" nights at the library, this program was a non-structured arts and crafts session for adults. Multiple supplies were provided for adults to be creative and artistic, but without any of the product-focused goals which are commonly found in "sip 'n' paint" programs. The turnout was good and patrons requested that the library offer the program again in the future.
- Reference staff hosted pop-up libraries at Empire State Plaza and Parkview Apartments.
- Silent Film Spectacular wrapped up another successful season with over 150 attendees.
- To complement the Birds and Beasts exhibition at the Albany Institute of History and Art, the local history room had an exhibit of books illustrated by Dorothy Lathrop, the Caldecott Medal-winning Albany illustrator.

Youth Services

- We have started two new programs at Washington Ave. Codergarten is a hands-on program that teaches basic coding skills to 4 and 5 year-olds with their adults without using computers. Thanks to an APL Foundation grant, we were able to start a LEGO WeDo Workshop series where kids ages 6 to 12 can learn to program simple LEGO robots. Both of these programs were at full capacity for each offering.
- The Growing Readers early literacy program continues to expand, with 16 signups, 33 check-ins, and 1 completion this month.
- The Summer Reading Program Committee met to discuss plans for next year. We are going to build on our success and do a very similar reading challenge next summer.

ARBOR HILL/WEST HILL BRANCH

Adult Services:

- We have had a stream of non-regular patrons participating in the Upper Hudson Library System's "36er library expedition."
- Later this month, we are holding a Breast Health Workshop for Breast Cancer Awareness month, hosted by local nonprofit "To Life!"

Youth Services:

- Teen Read Week had participants talking about their favorite books and what they liked about them.
- Afterschool Teen Time is collaborating with Real Talk to deliver structured programming to our tweens/teens. We are also making connections with SNUG and Equinox for future teen programming.
- Taco Day brought in 42 parents and kids (and teens)!
- Later in October, kids constructed paper lanterns and made their own Halloween cupcakes.
- Our Tuesday evening storytime is starting to attract a regular group of families.

- We have started a once-a-month outreach at the Arbor Hill Elementary School’s “Play, Learn & Soar” program: a playgroup that educates families on the importance of literacy in early development. The program is for families with children between the ages of zero and three.

West Services Area

BACH BRANCH

Adult Services

- The Cook the Book program was very lively, with food sampling and many comments, and will continue through the winter.
- The Tai-Chi for Arthritis class has been a success. The adult services librarian is scheduled for training in December so she can bring a healthy bones class to our users in the new year.

Youth Services

- We have a bird feeder in our garden! At the start of the month, the branch librarian attended an outdoor programming workshop and came back with an idea to bring more people and interest into the garden. We installed a bird feeder in the garden where it’s visible from the children and teen sections.
- The addition of Baby Bounce Storytime on Wednesday mornings is filling an untapped need, and we are growing a good number of regulars.
- The Friday afternoon block program, Built it!, has been staffed by volunteers from Bishop McGinn High School. So far, the partnership has been going very well and we hope it continues.

PINE HILLS BRANCH

Adult Services

- Staff is preparing for Pine Hills to be a US Passport Acceptance Facility in 2019. Staff have received logins to the online training system, and are waiting for the go-ahead from the Department of State to begin training.
- Local author and teacher Paul Lamar is doing another session of his very popular historical poetry classes. Fifteen people come each week to read and discuss the poetry of World War I.
- Our varied adult craft and art classes and groups continue to be well-attended with long waiting lists. We are hoping to be able to accommodate more people in each session of these programs in 2019.
- 20 people attended the first Science Café of the year to hear about the Large Hadron Collider.

Youth Services

- After school programming began in October and the programs have been pretty popular. The Kids Club program welcomed Tim Tilstra to teach yo yo tricks to 22 attendees.
- We are pleased that there is an increase in tweens and teens using the library after school. The Youth Services staff counted the number of teens and tweens on Wednesday and Friday afternoons at 3 pm, the busiest days of the week and time of day, and found an average of 40 youth in the building.
- We did several outreach visits this month: Albany School for Humanities literacy night, Bishop Maginn High School, Head Start on Ontario St., and a library visit from two first grade classes from Kipp Tech Valley.

East Services Area

DELAWARE BRANCH

Adult Services

- Quilting 101 for Adults has been enthusiastically embraced by the community and every week the Community Room is filled with 16 quilters working on mini-quilts during this five-week series. We were able to make this program work only by bringing together resources from three other libraries -- sewing machines from Bethlehem PL and APL's Washington Ave. and Howe branches.
- DIY Fall Wreaths for Adults class was full with 14 adults who created their own fall-inspired wreaths using hot glue guns, fall flowers, foliage, and lots of creativity.
- Staff continue to work with Wildwood and the Veterans Administration to provide residents at the hospital with library materials. There are seven residents who received 64 CDs, DVDs, audiobooks and print books during this period. Library staff made a visit to Wildwood staff and discussed with the patrons their preferences and any requests they might have, in order to further tailor the materials to their liking.

Youth Services

- A total of 20 youngsters participated in the Teen Chef programs, learning to make pancakes and Halloween candy bark. This recurring program for tweens and teens is funded by a grant from APL Foundation.
- The Tulip Queen Writing Program for Kids was a four-week session during which 22 kids learned about writing. They enjoyed games and snacks, and progressed to learning about what goals are, sharing their goals in a group, and writing about them in their own books.
- During the two most recent Afternoon Fun Spot programs, kids made leaf rubbings and monster bookmarks.

HOWE BRANCH

Adult Services

- Howe hosted this year's APL Foundation Literary Legends Gala, bringing 130 people into the branch to honor two wonderful writers who we have been fortunate to work with this year. It was moving to hear them share their connections to the library and the South End, and exciting to think about the wonderful things we have planned with them in the future!
- Walking Dead Day saw a good number of adults come in for free comics, bookmarks, masks, and more.
- Sew! What? has seen a recent increase in numbers, and new materials have been ordered to support this program.

Youth Services

- Our garden club held a fall harvest party that was well attended. We are very appreciative to our A Village and Cornell Cooperative Extension for all their assistance on this program. We look forward to working with them again for our upcoming teen cooking program, Howe's Test Kitchen.
- Costume Madness! continues to be a winner, especially with Halloween rapidly approaching.
- We held a special Indian Music Storytime, providing young children in our community a chance to listen to and play Indian instruments.

NORTH ALBANY BRANCH

Adult Services

- The Succulent Transplanting class was so popular that we had to hold two back-to-back sessions to meet demand, with a total of 21 adults in attendance.
- The Adult Craft Social Hour was well attended for both of the sessions that we held this month, and we are planning a fun BINGO game for the week of Halloween.

Youth Services

- Saturday Family Storytime had a great turnout this month, with 18 people participating in the craft.
- The tweens and kids painted mini pumpkins. Currently on display are 13 pumpkins to “vote” on for our annual pumpkin painting contest. Honest Weight Food Co-Op generously donated the pumpkins.

OPERATIONS

FINANCE

- Presented four options for the five-year-plan options to the Finance Committee. The Committee selected one option that will be presented at the November Board meeting.
- Continued to train budget manager on topics including NYS Retirement reporting, banking and investments, payroll and accounting.
- Preparing 2018 budget modifications, which will be reviewed by the Finance Committee and presented at the December Board meeting.

HUMAN RESOURCES

- We are pleased to promote several librarians to Librarian II positions at the following locations: Arbor Hill/West Hill, Delaware, Pine Hills, Washington Ave., and CMS.
- 37 employees participated in the flu clinic.
- Held two health insurance open enrollment meetings with insurance brokers.
- Open enrollment 10/22/18 - 11/2/18 for staff and retirees.
- Met with City Civil Service HR Department.

| | Number | YTD Change |
|-----------------------|---------------|-------------------|
| Full Time | 69 | |
| Part Time/Temp | 67 | |
| Hired | 4 | |
| Promoted | 8 | |
| Resignation | 1 | |
| Termination | 0 | |
| Vacancy | 3 | |
| Staff Size | 136 | |
| Training | | |

COMMUNITY ENGAGEMENT

| | Number | YTD Change |
|-------------------|----------|------------|
| Outreach | | |
| Volunteers | 56/494.5 | |

- Participated in the annual CDTA Harvest Fest with storytime on the bus and a table with craft and library information. About 400 ACS D students attended the event.
- Continued to host pop-up libraries throughout the city including at Empire State Plaza and senior housing centers.
- Attended a senior resources fair.
- Attended the University at Albany community service fair to recruit student volunteers.
- APL is a partner in the annual Lantern Parade in Washington Park. We hosted lantern workshops at all locations in preparation for the event.

FACILITIES

| | Number | YTD Change |
|--------------------|--------|------------|
| Work Orders | 143 | |

- Very heavy load of work orders this month
- Windows repaired at Howe and Delaware from rock throwing
- Howe prepared for APL Foundation gala event
- Sustainability work is underway for solar planning
- Washington Ave. third floor project continuing
- Heating systems at all branches started and operational
- Outdoor winterization and maintenance has begun at all buildings

COLLECTION MANAGEMENT SERVICES

- CMS has hired a Librarian II who brings a background in cataloging and large-scale, centralized ordering and merchandising experience to the department. We look forward to her leading the way to centralized ordering for APL.

INFORMATION TECHNOLOGY

- Resolved 65 help desk tickets
- Hired a new second-shift IT staff member
- Sent an additional IT staff member for Citrix certification training
- Began deployments of Microsoft Office 2019, Windows 10 1809, and Windows Server 2019
- Repaired servers and projectors across branches
- Started process to replace half of branch servers (other half to be replaced in mid-2019)

PUBLIC RELATIONS

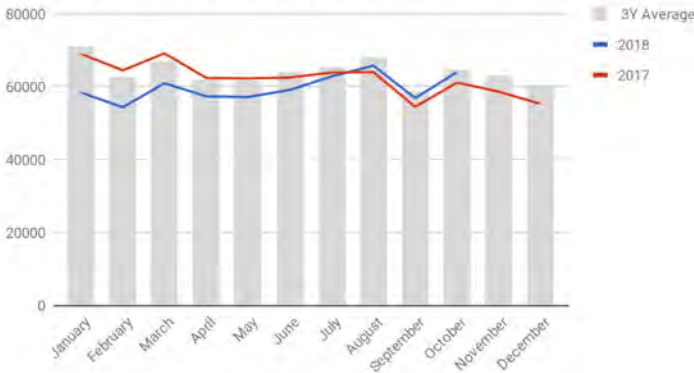
| | Number | YTD Change |
|---------------------|--------|------------|
| Unique Pageviews | 43,101 | +19% |
| Facebook Likes | 3,239 | +18% |
| Twitter Followers | 3,069 | +7% |
| Instagram Followers | 3,194 | +6% |
| Online Contacts | 42 | +33% |
| Press Releases | 5 | +25% |

- Content: Digital and print promotional materials included: APL Foundation Literary Legends gala, International Games Week, Fake News series, Social Justice Film series, Teen Chef programs, LinkedIn workshops, Silent Film Spectacular series. November/December program guide distributed. eNotes articles included: Silent Film Spectacular, career-building workshops, Literary Legends gala, LinkedIn workshops, Adirondacks photography workshop, Albany Archives program.
- Notable Social Media: Facebook: “Albany NY Library is doing our part to close the gender gap in technology, one awesome program at a time! #STEM #GirlsWhoCode #WhoRunsTheWorld” (1,522 reach, 151 reactions/comments/shares). Twitter: “#BookoftheWeek: Kill the Farm Boy by @DelilahSDawson & @KevinHearne!” (4,095 impressions, 32 engagements). Instagram “Enjoy one of our favorite #BookFaceFriday pix with one of our favorite people!” (68 likes).
- Media Coverage: Albany Public Library hosts Girls Who Code to help close the gender gap in technology (Times Union), Albany Public Library Foundation’s Literary Legends Gala 2018 (Times Union), Silent films with live scores return to the Albany Public Library this month (All Over Albany), Albany’s public access TV station reboots (Times Union), Inside the Writers Institute Screening (WMHT), Albany Lantern Parade 2018 (All Over Albany), Movie about The Smiths filming in Capital Region (Times Union).



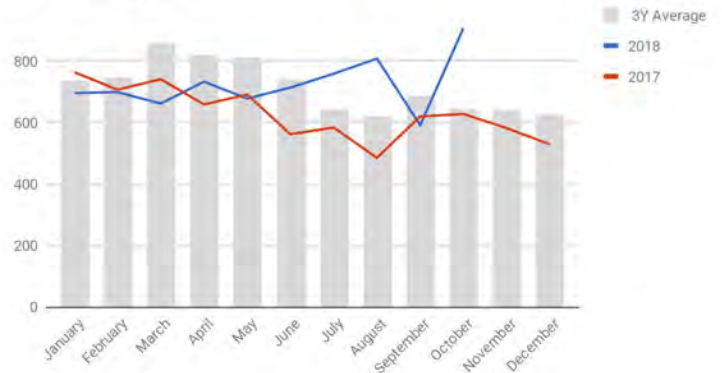
Monthly APL Statistics Report: October 2018

Monthly E and Physical (at desk) Circulation Trends



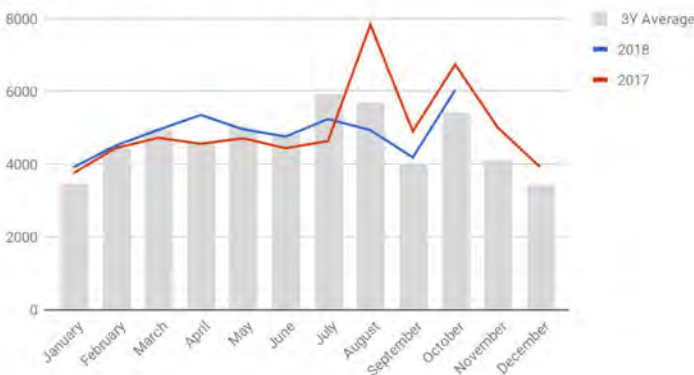
Circulation trended higher than the previous year for the third month since we began reporting statistics. We've seen circulation increase at 5 of our seven branches as well as in our digital collection (+ 14% YTD).

Room Usage APL



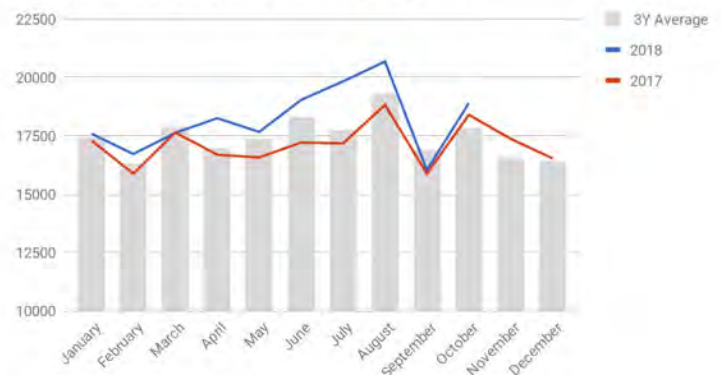
Room usage over performed across the entire district, lead by study rooms. Study room leaders are Pine Hills (+ 8% YTD) and Arbor Hill/West Hill (+ 33% YTD). We also saw a spike at Washington Ave. Rooms 2 and four were reopened to the public after being used as construction offices.

Program Participation APL



Program participation is down 4% YTD. The two branches that are bucking the trend are Washington Ave. (+21%YTD) Howe (+20% YTD).

Computer Usage (Wifi & Desktop Sign Ins)

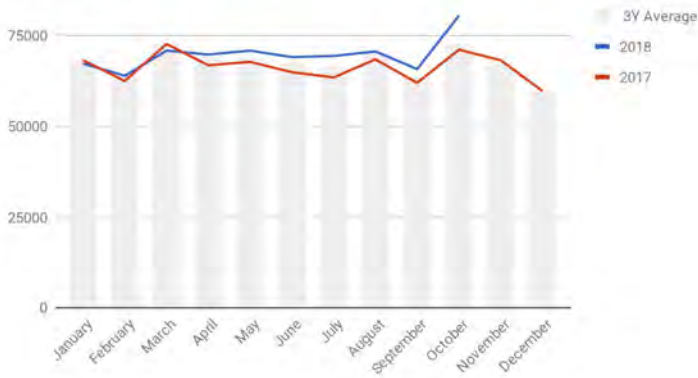


Computer usage is trending back up after a drop in September. Leaders are Pine Hills (+12 YTD) and Bach (+14 YTD) with desktop users. North Albany and Washington Ave. with Wifi.



Monthly APL Statistics Report: October 2018

Door Count



Door count across the district is up 5% YTD. The leading branches are Washington Ave. (+8 YTD) and Arbor Hill/West Hill (+27 YTD).

MEMORANDUM

To: Members of the Policy and Governance Committee
From: Scott Jarzombek, Executive Director
Date: 10/25/2018
Re: P&G Preparation

Trustees,

Attached are 7 policies that need to be reviewed for the meeting on Tuesday, October 30th.

Policies staff identifies no suggestions for change:

Safety Mission Statement
First Aid

Policies staff identifies suggestions for change or need for deeper review:

Bloodborne Pathogens Exposure Control Plan - Staff recognizes the following:

- There has been a discussion in the past around this policy.

WI-FI Use - Staff suggests the following:

- Merging with Internet Use Policy.

Tutoring- Staff suggests the following:

- An addition about time limits on study rooms.

Meeting Room Requests- Staff suggests the following:

- A change to section 6 of the policy, libraries now open at 10 am We have also changed scheduling to that meetings may go until closing.
- A change to section 7, change 3 months to 90 days for technical reasons.
- An addition about cancellations and "no-shows", Library should be notified 1 hour before the meeting. Failure may mean the loss of booking privileges.
- Change to "After Hours" section, cancelations 24 hours in advance, not 14 days.
- Change to "Audio Visual section, "Trained library staff, when in the building will provide basic assistance on audiovisual equipment. If they are not present, clear written instructions will be made available."

ANTI-DISCRIMINATION & HARASSMENT- Policy Adopted at last BOT meeting. I've attached the "guidance" document from the Department of Labor.

Yours,

A handwritten signature in black ink, consisting of a stylized 'S' and 'J' followed by a long horizontal line.

Scott Jarzombek, Executive Director

CC: *[insert]*



AlbanyPublicLibrary

www.albanypubliclibrary.org

~~Meeting Room Requests~~ Use and Policy

PURPOSE:

Albany Public Library maintains meeting room space and study room 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. 9:30am when the library opens at 9:00am) and meetings must end 30 minutes prior to library closing to ensure sufficient time to vacate the building. Rooms must be~~

vacated at closing. In the case of after-hours ~~reservations~~reservations, (see below) meetings must end no later than 9:00pm.

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~~ 90 days 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.

~~+5-16.~~ In cases of emergency cancelations, the library must be notified 1 hour before the reservation.

Study Rooms

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

1. Study rooms are available on a first come, first serve basis.
2. The library reserves the right to limit time in the space by 1-hour increments based on demand.

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 9:00pm.
- 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 24 hours 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~~ privileges. Audio-Visual Equipment Use

Requests for ~~audio-visual~~ audiovisual 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~~ Trained library staff, when in the building will provide basic assistance with library owned equipment. as operators for the equipment. If staff are not available, the library ~~but~~ will provide simple written instructions for equipment use. **DVD's, 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~~ November 2018

REVIEW DATE:

To be reviewed ~~June 2018~~ November 2018



Albany Public Library

www.albanypubliclibrary.org

Internet Use Policy

PURPOSE:

In support of the Albany Public Library's 2018-2020 Strategic Plan goal "to enhance the library's space, tools, and resources as a platform for community learning, creativity, and engagement," access to the Internet and electronic databases is provided to our patrons. This policy addresses access and use of Internet and network resources provided by the library, including our Wifi network.

POLICY:

In offering Internet access, the Library takes responsibility only for the information provided on our website. The Library does not monitor or have control over information that can be accessed over the Internet. The Library is not responsible for the content of the Internet. The Library is not able to ensure confidentiality or protect against illegal use of the Internet. Nevertheless, illegal use of the Internet, or any use to injure or harass others, is prohibited by the Library's Behavior Policy and if the Library becomes aware of such a violation, the Library reserves the right to limit or deny a Patron's access to our computer resources, including the Internet through APL computers.

Although the Internet offers access to many valuable local, national and international sources of information, not all sources are accurate, complete, current, or appropriate for all users. In keeping with the American Library Association's Library Bill of Rights, it is the policy of the Library not to limit access to any resource by any segment of the community. Under certain circumstances, however, a patron who is accessing material which is obscene, indecent, violent, or otherwise inappropriate for viewing in the library environment may be directed not to access the material by library staff. The decision as to what is or is not obscene, indecent, violent, or otherwise inappropriate shall be in the discretion of the Library staff. Albany Public Library does not use filtering software.

The monitoring of a minor's access to the Internet is the responsibility of that person's parent or legal guardian.

Warning

Use of a computer at the Library to engage in personal business of a confidential nature is not advised because the Library is not able to ensure that such information will be protected from public view or access.

The Library's wireless network is not secure, and the Library cannot guarantee the safety of your traffic across its wireless network. The Library assumes no responsibility for the configurations, security or files on your personal device resulting from connection to the Library's network. Information sent out to or from your device can be captured by anyone else with a wireless device and appropriate software.

The Library is not able to provide technical assistance other than the instruction on how to connect to our WiFi network. If you need assistance, contact the manufacturers of your laptop, device, or software. The Library is not responsible for any changes you make to your device's settings.

All Library rules and policies apply to WiFi access from our facilities. The Library reserves the right to deny WiFi access to customers who violate our polices. Please view our Internet Use and Behavior Policies for more information.

RESPONSIBILITY:

It is the responsibility of all Albany Public Library staff to enforce this policy.

PROCEDURE:

As stated above.

APPROVED/REVIEW DATE

April 2014 / Reviewed April 2016 /Revised April 2018

REVIEW DATE:

April 2020

Board Member Expectations

The community has put their trust into each member serving on the Albany Public Library Board. The community is depending on a board who ensures that the library is accessible to all, offers free and appropriate library services, plans for the future and is fiscally responsible and accountable. A trustee's motivation for service should be the desire to contribute to development and continuation of an excellent program of library service.

General

- Complete an onboarding process to learn about the APL organization and the expectations of a trustee.
- Understand and support the mission of the library.
- Prepare for, attend and participate in board and committee meetings. This includes taking on roles as officers and/or committee chairs.
- Communicate with the library director regarding any issues, concerns or questions regarding to library policy, specific actions and -community concerns.
- Participate in board retreats and other library trainings offered to continuously educate oneself about library matters.
- Be an advocate for the community and advocate for the library throughout the community.
- Always maintain a demeanor of civility, courtesy and respect for other trustees, library staff and the public.(maybe reference the values from the new strategic plan)

Committees

- Serve on at least one of the 7-6 standing committees.
- Committee chairs are responsible for setting the agenda with input from staff, scheduling meetings, ensuring minutes are taken, and submitted submitting in a timely manner (before board packet is distributed) minutes 24 hours in advance of the final packet to administrative staff, and reporting out at board meetings.

Finance

- Examine, revise and ask questions about the budget proposed by library director/staff. Attend community meetings to help present and answer questions regarding the budget.
- Review current financial statements and ask questions to ensure that the library is operating under sound practices and that all funds are accounted for.

Policy

- Review, adopt and maintain written policies that help govern the library and set up parameters for the patrons.

Personnel



Albany Public Library

www.albanypubliclibrary.org

- Evaluate the director annually. Participate in the hiring of a director, when necessary.
- Approve salary and benefit changes for all staff.

Planning

- Using community needs, develop, adopt and consistently review a strategic plan that will be carried out by all stakeholders.

MEMORANDUM

To: Board of Trustees
From: Scott Jarzombek, Executive Director
Date: 11/9/18
Re: Fine Free

Trustees,

Here are answers to questions posed by participants in the joint committee meetings on Oct. 1. and Nov. 5.

Will all materials be fine free?

My suggestion is to keep fines for “things.” Examples of “things” are instruments, bike locks, technology, museum passes, tools, and any other item that is not a book, magazine, DVD, or CD. We have a high demand for these library “things” and we need them returned in a timely fashion.

Will we keep replacement fees?

My suggestion is yes. It is only fair to the taxpayer to make sure items are returned.

Have we looked into corporate sponsorship for the program?

This was done at a library that presented at the Public Library Association’s national conference. From a PR perspective, this is great. However, I am not sure if it is sending the right message. One of the reasons we are considering going fine free is because we need to get people out of the mindset that fines are collected to keep the library open. I also believe we are setting an example for other libraries that this is a feasible model. Corporate donations to local charities are hard enough to secure. I am not sure APL has a relationship with any locally-based company that would be interested in sponsorship of this size.

How many APL fines are owed by non-Albany patrons?

In 2017, \$104.10 was paid in cash at APL and \$6,222.02 was paid through the credit card system by non-APL patrons.

What is the number of APL users who use other libraries in the system?

3,698 APL patrons had checkouts at other (non-APL) libraries.

What is the number of APL patrons who use the hold system?

In 2017, 7,039 APL patrons placed holds.

What is the number of users in the entire system that uses the hold system?

In 2017, 35,779 patrons from all libraries, including APL, placed holds.

Yours,



Scott Jarzombek, Executive Director

MEMORANDUM

To: Board of Trustees

From: Scott Jarzombek, Executive Director

Date: Nov. 7, 2018

RE: Proposed Plan for Committee Meetings

Trustees,

The administration is proposing the attached plan for the scheduling of board committee meetings. You'll see that each of the standing committees will have from between one and four planned meetings each calendar year. Additional standing committee meetings may be scheduled if necessary. The ad hoc committee meetings will be scheduled as needed. We have also created a document to show how the proposed plan will impact you individually.

If you approve the committee meeting plan, we have two options moving forward: (1) schedule all of the 2019 committee meetings now, or (2) have the administrative assistant schedule meetings one or two months in advance.

Proposed Committee Meeting Schedule 2019

Proposed 11/7/18

January

- Finance – close out previous year
- Nominating
- Personnel

February

- Finance – budget mods (schedule 2/11-2/22/19)
- Nominating
- Policy & Governance

March

- Facilities

April

- Personnel

May

- Policy & Governance

June

- Executive Committee
- Facilities

July

- Personnel

August – No committee meetings

September

- Facilities
- Policy & Governance

October

- Finance – 5-year plan
- Personnel

November

- Facilities
- Policy & Governance

December

- Finance – prep for next year

2019 Committee Meetings by Trustee | DRAFT

Updated 11/9/18

Karen

January: Nominating
February: Nominating
June: Executive

Andrew

January: Finance
February: Finance
June: Executive
October: Finance
December: Finance

Alison

January: Finance
February: Finance
June: Executive
October: Finance
December: Finance

Brenda

January: Personnel
February: Policy & Governance
April: Personnel
May: Policy & Governance
June: Executive
July: Personnel
September: Policy & Governance
October: Personnel
November: Policy & Governance

Elissa

January: Nominating AND Personnel
February: Nominating
March: Facilities
April: Personnel
June: Facilities
July: Personnel
September: Facilities
October: Personnel
November: Facilities

Matt

March: Facilities
June: Facilities
September: Facilities
November: Facilities

Mike

February: Policy & Governance
March: Facilities
May: Policy & Governance
June: Facilities
September: Policy & Governance
November: Policy & Governance

Sarah

January: Finance
February: Finance AND Policy & Governance
May: Policy & Governance
September: Policy & Governance
October: Finance
November: Policy & Governance
December: Finance

Jenna

January: Nominating AND Personnel
February: Nominating
April: Personnel
July: Personnel
October: Personnel