Albany Public Library

Mission: educate, entertain, and empower our community

Tuesday, January 11, 2022
Albany Public Library Board of Trustees Meeting

6:00 pm

1. Meeting Opening

Subject	**1.1 Call to Order**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

Subject	**1.2 Roll Call**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	

Staff
Melanie Metzger, Interim Executive Director
Adam Stump, Budget Manager
Rebecca Del Gaizo, Board Clerk

Robert Schofield, Attorney

2. Public Comment 1

Subject	**2.1 Public Comment**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	2. Public Comment 1
Access	Public
Type	Procedural

Anyone wishing to make a public comment, please email publiccomment@albanypubliclibrary.org or leave a voicemail at 518-290-6905. Both accounts are constantly monitored. Please leave your name and address to identify yourself. There is another opportunity at the end of the meeting for public comments as well.

3. Consent Agenda

Subject	**3.1 Minutes**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	3. Consent Agenda
Access	Public
Type	Action, Action (Consent), Minutes
Recommended Action	Motion to accept the consent agenda which includes the minutes, check register and capital fund check register. Approving the consent

agenda will allow for payments to be processed as well.

Minutes	for Dec 14, 2021 - Albany Public Library Board of Trustees Meeting

View Minutes

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

Motion to accept the consent agenda which includes the minutes, check register and capital fund check register. Approving the consent agenda will allow for payments to be processed as well.

Motion by Donna Dixon, second by Thomas McCarthy.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii
Gause Not Present at Vote: Jenna Pitera

Subject	**3.2 Operating Check Register**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	3. Consent Agenda
Access	Public
Type	Action, Action (Consent)
Recommended Action	Motion to accept the consent agenda which includes the minutes, check register and capital fund check register. Approving the consent agenda will allow for payments to be processed as well.

File Attachments
Jan check reg.pdf (47 KB)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

Motion to accept the consent agenda which includes the minutes, check register and capital fund check register. Approving the consent agenda will allow for payments to be processed as well.

Motion by Donna Dixon, second by Thomas McCarthy.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii
Gause Not Present at Vote: Jenna Pitera

Subject	**3.3 Capital Fund Check Register**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	3. Consent Agenda
Access	Public
Type	Action, Action (Consent)
Recommended Action	Motion to accept the consent agenda which includes the minutes, check register and capital fund check register. Approving the consent agenda will allow for payments to be processed as well.

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

Motion to accept the consent agenda which includes the minutes, check register and capital fund check register. Approving the consent agenda will allow for payments to be processed as well.

Motion by Donna Dixon, second by Thomas McCarthy.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii Gause
Not Present at Vote: Jenna Pitera

4. Finance

4.1 Finance Memo

Subject	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	4. Finance
Category	Public
Access Type	

File Attachments
jan finance memo.pdf (183 KB)

Subject	**4.2 Treasurer's Report**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
Jan treas1.pdf (20 KB)
Jan treas2.pdf (34 KB)

Subject	**4.3 Capital Fund Report**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	4. Finance

Access	Public
Type	Reports

File Attachments
Jan cap.pdf (15 KB)

Subject	**4.4 Cash and Investment Summary**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
202101bankbalances.pdf (101 KB)

5. Committee and Liaison Reports

Subject	**5.1 Trustees Reporting Out/Upcoming Events**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	

Subject	**5.2 AD Hoc Executive Director Search Committee**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	

File Attachments
ED Search Committee Minutes.pdf (76 KB)
Jan 10 minutes.pdf (83 KB)

Subject	**5.3 Nominating Committee**

Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access Type	Public

File Attachments
[Nominating Committee Minutes Dec 2021.pdf (64 KB)](#)

6. Director's Report

6.1 ED Report

Subject	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	6. Director's Report
Category	Public
Access	
Type	

File Attachments

[ED rpt_1-11-22.pdf (930 KB)](#)

6.2 Monthly Statistics

Subject	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	6. Director's Report
Category	Public
Access	
Type	

File Attachments

[December 2021 Board Stats.pdf (760 KB)](#)

7. Informational

Subject	**7.1 Informational Items Memo**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	7. Informational
Access	Public
Type	

8. Unfinished Business

9. Executive Session

Subject	**9.1 Executive Session**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to enter into an Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, promotion, demotion, discipline, suspension dismissal or removal of a particular person or corporation;

Motion & Voting

Motion to enter into an Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, promotion, demotion, discipline, suspension dismissal or removal of a particular person or corporation;

Motion by Donna Dixon, second by Arlene Way.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sarah Shearer, Thomas McCarthy, Jah-Raii
Gause Not Present at Vote: Sara Dallas

Subject	**9.2 Exit Executive Session**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to exit executive session.

Motion & Voting

Motion to exit executive session. 701

Motion by Donna Dixon, second by Brenda Robinson.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sarah Shearer, Thomas McCarthy, Jah-Raii
Gause Not Present at Vote: Sara Dallas

10. New Business

Subject	**10.1 Executive Director Search Consultant**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. New Business
Access	Public
Type	Action
Recommended Action	Motion to appoint John Keister and Associates as the Executive Director search consultant.

Motion & Voting

The Ad Hoc Executive Director Search Committee made a motion to appoint John Keister and Associates as the Executive Director search consultant.

Motion by Sarah Shearer, second by Brenda Robinson.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sarah Shearer, Thomas McCarthy, Jah-Raii
Gause Not Present at Vote: Sara Dallas

Subject	**10.2 Quarterly Board Evaluation Results**
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. New Business
Access	Public
Type	

File Attachments
APL Quarterly Board Evaluation - December 2021 (Responses).pdf (49 KB)

11. Pandemic Operations Plan

Subject	11.1 POP Update
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	11. Pandemic Operations Plan
Access	Public
Type	Action
Recommended Action	Motion to adopt the revised Pandemic Operations Plan.

12. Public Comment 2

Subject	12.1 Public Comment
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	12. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

13. Adjournment

Subject	13.1 Adjournment
Meeting	Jan 11, 2022 - Albany Public Library Board of Trustees Meeting
Category	13. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.

Motion & Voting

Motion to adjourn.

Motion by Donna Dixon, second by Brigitte Pryor.
Final Resolution: Motion Carries
Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sarah Shearer, Thomas McCarthy, Jah-Raii
Gause Not Present at Vote: Sara Dallas