



**Tuesday, December 13, 2022**  
**Albany Public Library Board of Trustees Meeting**

6:00 pm

**1. Meeting Opening**

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<b>Subject</b>	<b>1.1 Call to Order</b>
Meeting	Dec 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

**2. Public Comment 1**

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<b>Subject</b>	<b>2.1 Public Comment</b>
Meeting	Dec 13, 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](mailto: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. APL Strategic Plan**

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<b>Subject</b>	<b>3.1 Ad hoc Strategic Planning Committee</b>
Meeting	Dec 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	3. APL Strategic Plan

Access Public  
Type Minutes

File Attachments

[Nov 22 2022 Planning Session.pdf \(96 KB\)](#)

**Subject** 3.2 2023-2025 Strategic Plan Draft  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 3. APL Strategic Plan  
Access Public  
Type Action  
Recommended Action Motion to adopt the 2023-2025 Strategic Plan for APL.

File Attachments

[ALBANY PUBLIC LIBRARY STRATEGIC PLAN 2023-2025 V2.pdf \(183 KB\)](#)

#### 4. Consent Agenda

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**Subject** 4.1 Minutes  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 4. 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.

File Attachments

[BOT draft minutes 11.08.22.pdf \(93 KB\)](#)

*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.*

**Subject** 4.2 Operating Check Register  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 4. 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  
[checkregdec.pdf \(57 KB\)](#)

*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.*

**Subject 4.3 Capital Fund Check Register**

Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting

Category 4. 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  
[capcheckdec.pdf \(9 KB\)](#)

*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.*

## 5. Finance

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**Subject 5.1 Finance Memo**

Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting

Category 5. Finance

Access Public

Type Reports

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## 6. Committee and Liaison Reports

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**Subject** **6.1 Trustees Reporting Out/Upcoming Events**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 6. Committee and Liaison Reports  
Access Public  
Type

**Subject** **6.2 Audit & Finance Committee**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 6. Committee and Liaison Reports  
Access Public  
Type Minutes

File Attachments

[11.29.22 Audit and Finance Committee Minutes.pdf \(73 KB\)](#)

**Subject** **6.3 Policy & Governance Committee**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 6. Committee and Liaison Reports  
Access Public  
Type Minutes

File Attachments

[Policy and Governance Meeting 11-1-22.pdf \(34 KB\)](#)

[MINUTES P&G 12-6-22 pdf \(2\).pdf \(84 KB\)](#)

**Subject** **6.4 UHLS Report**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 6. Committee and Liaison Reports  
Access Public  
Type Reports

**Subject** **6.5 Overview of Upcoming Committee Meetings**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 6. Committee and Liaison Reports  
Access Public  
Type Information

## 7. Director's Report

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**Subject** **7.1 ED Report**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 7. Director's Report  
Access Public  
Type Reports

File Attachments  
[ED rpt 12.13.22.pdf \(855 KB\)](#)

**Subject** **7.2 Monthly Statistics**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 7. Director's Report  
Access Public  
Type Information

File Attachments  
[November 2022 Board Stats.pdf \(889 KB\)](#)

## 8. Unfinished Business

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**Subject** **8.1 Community, Openness, Respect, and Ethics (CORE) Trustee Training**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 8. Unfinished Business

Access Public  
Type Discussion

## 9. New Business

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**Subject** **9.1 Upper Hudson Library Access Network (UHLAN) Agreement**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Public  
Type Action  
Recommended Action Motion to renew APL's service agreement with Upper Hudson Library Network and release payment for 2023 service.

File Attachments

[UHLAN Agreement 2023-2026 Final 9-19-22.pdf \(346 KB\)](#)

[2023 UHLAN Fee Chart - final 9-19-22.pdf \(474 KB\)](#)

**Subject** **9.2 FY23 Budget Modification**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Public  
Type Action  
Recommended Action Motion to adopt the recommendation of the Audit and Finance Committee.

File Attachments

[FY23 Proposed Budget Mod.pdf \(138 KB\)](#)

**Subject** **9.3 Meeting Room Use Policy**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Public  
Type

File Attachments

[RoomUse rev 2022.pdf \(220 KB\)](#)

**Subject** **9.4 Website Privacy Policy**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Type Public

File Attachments

[Website Privacy Policy rev 2022.pdf \(108 KB\)](#)

**Subject** **9.5 Tobacco Use Policy**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Type Public

File Attachments

[Tobacco Use rev 2022.pdf \(148 KB\)](#)

**Subject** **9.6 Social Media Policy**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Type Public

File Attachments

[Social Media rev 2022.pdf \(121 KB\)](#)

**Subject** **9.7 Quarterly Board Evaluation**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Type Public

Type

<b>Subject</b>	<b>9.8 Board of Trustees Meeting Schedule Revision</b>
Meeting	Dec 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	Action
Recommended Action	Motion to approve the amended meeting schedule for 2023.

File Attachments

[APL 2023 Board Mtg Schedule CORRECTED DATES for BOT 11.30.22.pdf \(273 KB\)](#)

## 10. Public Comment 2

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<b>Subject</b>	<b>10.1 Public Comment</b>
Meeting	Dec 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

## 11. Executive Session

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<b>Subject</b>	<b>11.1 Executive Session</b>
Meeting	Dec 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	11. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to enter executive session to discuss collective bargain matters involving CSEA, Albany Public Library Unit #6018.

<b>Subject</b>	<b>11.2 Exit Executive Session</b>
Meeting	Dec 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	11. Executive Session
Access	Public

Type Action  
Recommended Action Motion to exit executive session.  
**Subject 11.3 CSEA MOA July 1 2022 - June 30 2023**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 11. Executive Session  
Access Public  
Type Action  
Recommended Action Motion to approve the ratified CSEA Memo of Agreement with APL.

## **12. Adjournment**

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**Subject 12.1 Adjournment**  
Meeting Dec 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 12. Adjournment  
Access Public  
Type Action  
Recommended Action Motion to adjourn.