



Tuesday, February 13, 2024
Albany Public Library Board of Trustees Meeting

6:00pm
Washington Ave Branch, Large Auditorium

1. Meeting Opening

Subject	1.1 Call to Order
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

2. Public Comment

Subject	2.1 Public Comment
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	2. Public Comment
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
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Meeting Feb 13, 2024 - 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

[BOT DRAFT Minutes 01.09.24 Catalano.docx.pdf \(93 KB\)](#)

[BOT Minutes 01.09.24 Catalano.docx.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 3.2 Operating Check Register

Meeting Feb 13, 2024 - 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

[checkregfeb24.pdf \(63 KB\)](#)

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Subject 3.3 Capital Fund Check Register

Meeting Feb 13, 2024 - 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
[capcheckfeb24.pdf \(10 KB\)](#)
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.

4. Finance

4.1 Finance Memo

Subject Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Meeting
Category 4. Finance
Access Public
Type Reports

File Attachments
[FebruaryFinanceMemo.pdf \(200 KB\)](#)

4.2 Treasurer's Report

Subject Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Meeting
Category 4. Finance
Access Public
Type Reports

File Attachments

[202312TreasRpt1.pdf \(34 KB\)](#)

[202312TreasRpt2.pdf \(37 KB\)](#)

Subject

4.3 Capital Fund Report

Meeting

Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category

4. Finance

Access

Public

Type

Reports

File Attachments

[202312capital.pdf \(34 KB\)](#)

Subject

4.4 Cash and Investment Summary

Meeting

Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category

4. Finance

Access

Public

Type

Reports

File Attachments

[202312bankbalances.pdf \(44 KB\)](#)

5. Committee and Liaison Reports

Subject **5.1 Trustees Reporting Out/Upcoming Events**
Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

Subject **5.2 UHLS Liaison Report**
Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[January 10 2024 UHLS Report.pdf \(121 KB\)](#)

Subject **5.3 Audit & Finance Committee Report**
Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[Albany Public Library FA Jan meeting 2025.docx.pdf \(42 KB\)](#)

Subject **5.4 Nominating Committee Report**
Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[Nom Com 020524.pdf \(136 KB\)](#)

Subject	5.5 Policy & Governance Committee Report
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	Reports

File Attachments

[MINUTES February 12 2024.pdf \(110 KB\)](#)

[Bylaws updated Feb 12 2024.pdf \(127 KB\)](#)

Subject	5.6 Overview of Upcoming Committee Meetings
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	Information

6. Directors Report

Subject	6.1 Executive Director Report
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	6. Directors Report
Access	Public
Type	Reports

File Attachments

[ED rpt 02.13.24 \(1\).pdf \(3,337 KB\)](#)

Subject **6.2 Monthly Statistics**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 6. Directors Report

Access Public

Type Information

File Attachments
[January 2024 Board Stats \(1\).pdf \(899 KB\)](#)

Subject **6.3 Staff Engagement Survey Summary**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 6. Directors Report

Access Public

Type Reports

File Attachments
[staff engagement survey results report 2.24.pdf \(600 KB\)](#)

Subject **6.4 Informational Items**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 6. Directors Report

Access Public

Type Action, Information

Recommended Action Motion to support the Executive Director's application to become a member of the Violence Prevention Task Force for the City of Albany.

File Attachments
[Violence Prevention Task Force.pdf \(56 KB\)](#)
[Call for Applications Violence Prevention Task Force 013124.pdf \(589 KB\)](#)

7. Unfinished Business

Subject	7.1 Senior Tax Exemption Update
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	7. Unfinished Business
Access	Public
Type	Action

File Attachments

[Resolution \(Sr. Tax Exemption\) 021324, 4887-2203-5365.pdf \(156 KB\)](#)

8. New Business

Subject	8.1 Public Safety Service Change
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to close the Washington Ave Branch annually on the day of the St. Patrick's Day Parade, unless and until conditions improve from a public safety standpoint.

File Attachments

[St Patrick's Parade Memo 2024 \(1\).pdf \(58 KB\)](#)

Subject	8.2 New Service Hours Quarterly Update
Meeting	Feb 13, 2024 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Reports

File Attachments

[New Service Hours Q1 Update.pdf \(126 KB\)](#)

Subject **8.3 Summer Sunday Hours Proposal**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 8. New Business

Access Public

Type Action

Recommended Action Motion to approve year-round Sunday service hours, 1 p.m. to 5 p.m., at Arbor Hill/West Hill, Bach, and Delaware Branches.

File Attachments

[Summer Sunday Hours Proposal.pdf \(66 KB\)](#)

[2024 Schedule of Service - Draft with Sunday Update.pdf \(61 KB\)](#)

Subject **8.4 Quarterly Board Evaluation**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 8. New Business

Access Public

Type

File Attachments

[Quarterly Board Meeting Evaluation blank form \(1\).pdf \(230 KB\)](#)

9. Public Comment

Subject **9.1 Public Comment**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 9. Public Comment

Access Public

Type Procedural

Comments limited to no more than 5 minutes per person.

10. Executive Session

Subject **10.1 Executive Session**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 10. 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.

Subject **10.2 Exit Executive Session**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 10. Executive Session

Access Public

Type Action

Recommended Action Motion to exit Executive Session.

11. Adjournment

Subject **11.1 Adjournment**

Meeting Feb 13, 2024 - Albany Public Library Board of Trustees Meeting

Category 11. Adjournment

Access Public

Type