



Tuesday, February 8, 2022 Albany Public Library Board of Trustees Meeting

6:00 pm Virtual Meeting

1. Meeting Opening

Subject	1.1 Call to Order
Meeting	Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

Subject	1.2 Roll Call
Meeting	Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	

Board of Trustees
Sarah Shearer, President
Dr. Brenda Robinson, Vice President
Thomas McCarthy, Vice President for Finance
Jenna Pitera, Secretary
Arlene Way
Sara Dallas
Bridgette Pryor
Jah-Raii Gause
Donna Dixon

Shawn Smith, Board Treasurer

Staff
Melanie Metzger, Interim Executive Director

Adam Stump, Budget Manager
Rebecca Del Gaizo, Board Clerk

Robert Schofield, Attorney

File Attachments

[Board of Trustees Roll Call.pdf \(49 KB\)](#)

2. Public Comment 1

Subject	2.1 Public Comment
Meeting	Feb 8, 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 comment to publiccomment@albanypubliclibrary.org or leave a voicemail at 518-290-6905. Please leave your name and address along with your remarks. Public comments received will be read during designated times. There is another opportunity at the end of the meeting for public comments as well.

File Attachments

[Public Comment - voicemail rcvd 1-25-22.pdf \(122 KB\)](#)

[Public Comment -rcvd 1-28-22.pdf \(156 KB\)](#)

3. Consent Agenda

Subject	3.1 Minutes
Meeting	Feb 8, 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 Jan 11, 2022 - Albany Public Library Board of Trustees Meeting

[1.11.22 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 Sara Dallas, second by Brenda Robinson.

Final Resolution: Motion Carries

Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Jenna Pitera, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii Gause

Subject	3.2 Operating Check Register
Meeting	Feb 8, 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 and operating check register. Approving the consent agenda will allow for payments to be processed as well.

File Attachments

[Feb check register.pdf \(54 KB\)](#)

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 Sara Dallas, second by Brenda Robinson.

Final Resolution: Motion Carries

Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Jenna Pitera, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii Gause

4. Finance

4.1 Finance Memo

Subject Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Meeting 4. Finance
Category Public
Access
Type

File Attachments

[feb finance memo.pdf \(192 KB\)](#)

Subject **4.2 Treasurer's Report**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 4. Finance
Access Public
Type Reports

File Attachments

[202112TreasRpt1.pdf \(19 KB\)](#)

[202112TreasRpt2.pdf \(38 KB\)](#)

Subject **4.3 Capital Fund Report**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 4. Finance
Access Public
Type Reports

File Attachments

[202112capital.pdf \(33 KB\)](#)

4.4 Balance Sheets

Subject Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Meeting 4.
Category Finance
Access Public
Type Reports

File Attachments
[202112bankbalances.pdf \(43 KB\)](#)

5. Committee and Liaison Reports

Subject **5.1 Trustees Reporting Out/Upcoming Events**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

Subject **5.2 UHLS Liaison Report**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

File Attachments

[UHLS Report.pdf \(116 KB\)](#)

Subject **5.3 Ad Hoc Executive Director Search**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

File Attachments

[Ad Hoc ED Search Minutes Jan 18 2022.pdf \(79 KB\)](#)

Subject **5.4 Ad Hoc Strategic Plan**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

File Attachments

[Ad Hoc Strategic Plan Committee 2-3-22.pdf \(79 KB\)](#)

6. Director's Report

Subject **6.1 ED Report**
Meeting Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 6. Director's Report
Access Public
Type

File Attachments

[ED rpt 2-8-22.pdf \(200 KB\)](#)

Recommended Action
Motion & Voting

Motion to

Motion to set the minimum salary for the next Executive Director of \$110,000.

Motion by Brigitte Pryor, second by Brenda Robinson.

Final Resolution: Motion Carries

Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Jenna Pitera, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii Gause

Subject

8.3 Executive Director Search Website

Meeting

Feb 8, 2022 - Albany Public Library Board of Trustees Meeting

Category

8. New Business

Access

Public

Type

Action

Recommended Action

Motion to

<https://www.johnkeister.com/albany/>

Subject

8.4 Mask Mandate

Meeting

Feb 8, 2022 - Albany Public Library Board of Trustees Meeting

Category

8. New Business

Access

Public

Type

Action

Motion & Voting

Motion that beginning Thursday, February 10, 2022, Albany Public Library will align it's mask policy with the New York State indoor mask policy.

Motion by Thomas McCarthy, second by Sara Dallas.

Final Resolution: Motion Fails

Yes: Jenna Pitera, Sara Dallas, Sarah Shearer, Thomas McCarthy

No: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Jah-Raii Gause

Subject

8.5 Remote Meetings

Meeting

Feb 8, 2022 - Albany Public Library Board of Trustees Meeting

Category

8. New Business

Access

Public

Type

Action

Motion & Voting

Motion to hold the February 22, 2022 and any committee meetings through this date, remotely unless the executive order expires.

Motion by Jenna Pitera, second by Thomas McCarthy.

Final Resolution: Motion Carries

Yes: Brenda Robinson, Brigitte Pryor, Jenna Pitera, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Raii Gause

Abstain: Arlene Way

9. Public Comment 2

Subject	9.1 Public Comment
Meeting	Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

10. Executive Session

Subject	10.1 Executive Session (if needed)
Meeting	Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to enter into an Executive Session.

11. Adjournment

Subject	11.1 Adjournment
Meeting	Feb 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	11. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.
Motion & Voting	
Motion to adjourn. 8:18pm	

Motion by Brenda Robinson, second by Thomas McCarthy.

Final Resolution: Motion Carries

Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Jenna Pitera, Donna Dixon, Sarah Shearer, Thomas McCarthy, Jah-Rai

Gause Not Present at Vote: Sara Dallas