



Tuesday, March 14, 2023
Albany Public Library Board of Trustees Meeting (hybrid)

6:00 pm

**This meeting will be held in person and by videoconference. Members of the public may view this meeting on the library's YouTube channel:
<https://www.youtube.com/@AlbanyPublicLibraryNY/streams>**

1. Meeting Opening

Subject	1.1 Call to Order
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	1. Meeting Opening
Access	Public
Type	Procedural

This evening's meeting is being held in hybrid format, with both in person and videoconference attendance, due to the Governor's and Albany County Executive's emergency declarations in connection with the on-going winter storm. In accordance with Public Officers Law §103-a(3), the Board of Trustees has determined that the winter storm has impaired our ability to hold an in person meeting and there are time sensitive matters on the meeting agenda.

2. Public Comment 1

Subject	2.1 Public Comment
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
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 Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)

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.

File Attachments

[BOT draft minutes 02.07.23.pdf \(87 KB\)](#)

[BOT draft minutes budget session 02.28.23 Simon.pdf \(80 KB\)](#)

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 Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)

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

[checkregmar \(1\).pdf \(63KB\)](#)

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 **3.3 Capital Fund Check Register**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)

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
[capcheckmar \(1\).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

Subject	4.1 Finance Memo
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	4. Finance
Access	Public
Type	Reports

File Attachments

[MarFinanceMemo.pdf \(205 KB\)](#)

Subject	4.2 Treasurer's Report
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[202301TreasRpt1.pdf \(34 KB\)](#)
[202301TreasRpt2.pdf \(38 KB\)](#)

Subject	4.3 Capital Fund Report
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	4. Finance
Access	Public
Type	Reports

File Attachments

[202301capital.pdf \(34 KB\)](#)

Subject **4.4 Cash and Investment Summary**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 4. Finance
Access Public
Type Reports

File Attachments

[202301bankbalances.pdf \(44 KB\)](#)

5. Committee and Liaison Reports

Subject **5.1 Trustees Reporting Out/Upcoming Events**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 5. Committee and Liaison Reports
Access Public
Type

Subject **5.2 Audit & Finance Committee Report**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 5. Committee and Liaison Reports
Access Public
Type Minutes

File Attachments

[DRAFT Audit and Finance minutes 2.16.23.pdf \(57 KB\)](#)

Subject **5.3 UHLS Report**

Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[February 8 2023 UHLS Report.pdf \(130 KB\)](#)

Subject 5.4 Overview of Upcoming Committee Meetings

Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 5. Committee and Liaison Reports
Access Public
Type Information

6. Director's Report

Subject 6.1 Executive Director Report

Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 6. Director's Report
Access Public
Type Reports

File Attachments

[ED rpt_03.14.23.pdf \(246 KB\)](#)

Subject 6.2 Monthly Statistics

Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 6. Director's Report
Access Public
Type Information

New data feature: starting with the February statistics report, we are including 2019 data as a way to understand how current performance compares with our last full pre-pandemic year of operation.

File Attachments

[February 2023 Board Stats \(1\).pdf \(916 KB\)](#)

Subject **6.3 Informational Items**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 6. Director's Report
Access Public
Type Information

File Attachments

[Civil Service Fees Waived MEMO.pdf \(349 KB\)](#)

7. Unfinished Business

8. New Business

Subject **8.1 Tax Cap Override**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 8. New Business
Access Public
Type Action
Recommended Action Motion to approve the resolution that states: the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2024 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

File Attachments

[Resolution \(Tax Cap\) 022823, 4868-6142-6259.pdf \(14 KB\)](#)

Subject **8.2 Approve FY24 Budget**
Meeting Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category 8. New Business
Access Public
Type Action
Recommended Action Motion to approve the Audit & Finance Committee recommended 4.58% tax levy increase for the FY24 library budget.

File Attachments

[FY24 Budget Scenarios_codes YOY changes_rev.pdf \(248 KB\)](#)

[FY24 Budget Proposal FAQ.pdf \(217 KB\)](#)

Subject	8.3 Tax Levy Approval
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to adopt the resolution with \$7,710,529 as tax levy amount.

File Attachments

[Resolution \(Tax Increase\) 022823, 4864-0876-9107.pdf \(14 KB\)](#)

9. Public Comment 2

Subject	9.1 Public Comment
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
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	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	10. Executive Session
Access	Public
Type	

Subject	10.2 Exit Executive Session
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	10. Executive Session
Access	Public
Type	

11. Adjournment

Subject	11.1 Adjournment
Meeting	Mar 14, 2023 - Albany Public Library Board of Trustees Meeting (hybrid)
Category	11. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.