



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

6:00 pm Virtual Meeting

1. Meeting Opening

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

Subject	1.2 Roll Call
Meeting	Mar 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	Mar 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.

3. Consent Agenda

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

File Attachments

[2.8.22 Minutes](#)

[Budget Session Minutes 2-22-22.pdf \(95 KB\)](#)

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 Brenda Robinson, second by Sara Dallas.

Final Resolution: Motion Carries

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

Subject **3.2 Operating Check Register**

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

Category 3. Consent Agenda

Access Public

Type Action, Action (Consent)

File Attachments

[March 2022 check req.pdf \(59 KB\)](#)

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 Brenda Robinson, second by Sara Dallas.

Final Resolution: Motion Carries

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

Subject **3.3 Capital Fund Check Register**

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

Category 3. Consent Agenda

Access Public

Type Action, Action (Consent)

File Attachments

[March 2022 capital fund check register.pdf \(11 KB\)](#)

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 Brenda Robinson, second by Sara Dallas.

Final Resolution: Motion Carries

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

4. Finance

4.1 Finance Memo

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

File Attachments

[March finance memo.pdf \(191 KB\)](#)

4.2 Treasurer's Report

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

File Attachments

[2022 01 Treas Rpt2.pdf \(38 KB\)](#)

[2022 01Treas Rpt1.pdf \(34 KB\)](#)

4.3 Capital Fund Report

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

File Attachments

[2022 01 capital.pdf \(34 KB\)](#)

4.4 Balance Sheets

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

Access Public
Type Reports

File Attachments
[2022 01 bank balances.pdf \(44 KB\)](#)

5. Committee and Liaison Reports

5.1 Trustees Reporting Out/Upcoming Events

Subject Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Meeting 5. Committee and Liaison Reports
Category Public
Access
Type

5.2 UHLS Liaison Report

Subject Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Meeting 5. Committee and Liaison Reports
Category Public
Access
Type

File Attachments
[February 2022.pdf \(121 KB\)](#)

Subject **5.3 Personnel**
Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

File Attachments
[Personnel 2-15-22.pdf \(62 KB\)](#)

Subject **5.4 Policy & Governance**
Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting

Category 5. Committee and Liaison Reports
Access Public
Type

File Attachments

[Policy and Governance committee 2-15-22.pdf \(101 KB\)](#)

[Form - Art - Req for Reconsideration 2.22.pdf \(97 KB\)](#)

Subject 5.5 Facilities

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

Category 5. Committee and Liaison Reports

Access Public
Type

File Attachments

[Facilities minutes 2-23-22.pdf \(82 KB\)](#)

Subject 5.6 Nominating

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

Category 5. Committee and Liaison Reports

Access Public
Type

File Attachments

[Nominating Committee Minutes 3-1-22.pdf \(77 KB\)](#)

Subject 5.7 Ad Hoc Strategic Plan

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

Category 5. Committee and Liaison Reports

Access Public
Type

File Attachments

[AdHoc Strategic Plan Minutes 3-1-22.pdf \(77 KB\)](#)

Subject	6.2 Monthly Statistics
Meeting	Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	6. Director's Report
Access	Public
Type	

File Attachments

[February 2022 Board Stats.pdf \(667 KB\)](#)

7. Unfinished Business

8. New Business

Subject	8.1 Strategic Planning Consultant RFP
Meeting	Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to

File Attachments

[RFP_StratPlan_3.11.22.pdf \(119 KB\)](#)

Motion & Voting

Motion to approve the Strategic Plan Consultant RFP with the edit on the 3rd bullet point 2nd page, change "assist" to "lead the design and implementation of community focus groups."

Motion by Donna Dixon, second by Brenda Robinson.

Final Resolution: Motion Carries

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

Subject	8.2 Board Clerk Job Description
Meeting	Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category	8. New Business

Access Public
Type Action
Recommended Action The Executive Committee made a motion to adopt the Board Clerk job description, second by

File Attachments

[APL Board Clerk Job Description.pdf \(56 KB\)](#)

Motion & Voting

The Executive Committee made a motion to adopt the Board Clerk job description, second by

Motion by Sarah Shearer, second by Sara Dallas.

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 Board Clerk Next Steps**

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

Category 8. New Business

Access Public

Type

Outstanding items to be discussed

1. Rate of pay

Board Clerk Hiring Timeline

March

1. Executive Committee Meets to draft a hiring notice and discuss where the job opening should be posted
2. The Executive Committee sets the deadline to apply and posts the job opening

April

3. The Executive Committee reviews resumes and decides who to schedule an interview with
4. The Executive Committee sets a date and time to conduct interviews and informs candidates
5. The Executive Committee interviews candidates and makes a recommendation to the board
6. The Board of Trustees goes into an Executive Session to discuss the candidates who were interviewed and makes a decision
7. The Executive Committee contacts all applicants with an update regarding their candidacy
8. The Executive Committee negotiates a start date with the new board clerk

April/May

9. Board clerk starts

Subject **8.4 Art Reconsideration Form**

Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 8. New Business
Access Public
Type Action
Recommended Action The Policy & Governance committee made a motion to adopt the Art Reconsideration Form, second by

File Attachments
[Form - Art - Req for Reconsideration 2.22.pdf \(97 KB\)](#)

Motion & Voting

The Policy & Governance committee made a motion to adopt the Art Reconsideration Form, second by

Motion by Sarah Shearer, second by Donna Dixon.

Final Resolution: Motion Carries

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

Subject 8.5 Hazardous Materials Policy

Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 8. New Business
Access Public
Type Action
Recommended Action Motion to

File Attachments
[Hazardous Materials Policy- redlined.pdf \(154 KB\)](#)

Motion & Voting

The Policy & Governance Committee made a motion to adopt the revised Hazardous Materials Policy.

Motion by Sarah Shearer, second by Arlene Way.

Final Resolution: Motion Carries

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

Subject 8.6 Tax Cap Override

Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 8. New Business
Access Public
Type Action
Recommended Action Motion to

File Attachments

[Resolution \(Tax Cap\) 030822, 4864-3938-2291.pdf \(8 KB\)](#)

Motion & Voting

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 2022-2023 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

Motion by Donna Dixon, second by Thomas McCarthy.

Final Resolution: Motion Carries

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

No: Sarah Shearer

Subject

8.7 Approve 2022-2023 Budget

Meeting

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

Category

8. New Business

Access

Public

Type

Action

Recommended Action

The Audit & Finance Committee made a motion to request a 2.5% tax levy increase for the 2022-23 budget.

File Attachments

[Budget Proposals.pdf \(659 KB\)](#)

Motion & Voting

The Audit & Finance Committee made a motion to approve the budget with a request a 2.5% tax levy increase for the 2022-23 budget.

Motion by Sarah Shearer, second by Sara Dallas.

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

8.8 Tax Levy Approval

Meeting

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

Category

8. New Business

Access

Public

Type

Action

Recommended Action

Motion to

File Attachments

[Resolution \(Tax Increase\) 030822, 4876-6064-5395.pdf \(8 KB\)](#)

Motion & Voting

Motion to adopt the resolution with \$7372420 as tax levy amount.

Motion by Thomas McCarthy, second by Sara Dallas.

Final Resolution: Motion Carries

Yes: Arlene Way, Brenda Robinson, Brigitte Pryor, Donna Dixon, Sara Dallas, Sarah Shearer, Thomas McCarthy, Jah-Rai
Gause Not Present at Vote: Jenna Pitera

Subject **8.9 Call for Election of Trustees and Tax Levy Vote**

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

Category 8. New Business

Access Public

Type Action

Recommended Action Motion to

File Attachments

[Resolution \(Open Seats\) 030822, 4868-0258-2547.pdf \(63 KB\)](#)

Motion & Voting

Motion to adopt the resolution.

Motion by Brenda Robinson, second by Donna Dixon.

Final Resolution: Motion Carries

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

Gause Not Present at Vote: Jenna Pitera

Subject **8.10 Candidate Petition and Instructions**

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

Category 8. New Business

Access Public

Type Action

Recommended Action Motion to

File Attachments

[Nominating Petition 030822, 4871-5634-5875.pdf \(12 KB\)](#)

[Instructions to Trustee Candidates 030822, 4877-5573-7875.pdf \(115 KB\)](#)

Subject **8.11 Ratification of Executive Committee Action**

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

Category 8. New Business
Access Public
Type Action
Motion & Voting

Motion to ratify the Executive Committee action taken regarding the mask mandate.

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: Jenna Pitera, Sara Dallas

9. Pandemic Operations Plan

Subject 9.1 POP/COSP Change
Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 9. Pandemic Operations Plan
Access Public
Type Action
Recommended Action Motion to adopt the updated Pandemic Operations Plan.

File Attachments

[POP_update_03.08.22.docx.pdf \(437 KB\)](#)

[POP_update_12.14.21.pdf \(554 KB\)](#)

Motion & Voting

Motion to adopt the updated Pandemic Operations Plan.

Motion by Brenda Robinson, 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: Jenna Pitera, Sara Dallas

10. Public Comment 2

Subject 10.1 Public Comment
Meeting Mar 8, 2022 - Albany Public Library Board of Trustees Meeting
Category 10. Public Comment 2
Access Public

