Albany Public Library

Mission: educate, entertain, and empower our community

Tuesday, May 10, 2022
Albany Public Library Board of Trustees Meeting

6:00 pm

1. Meeting Opening

Subject	**1.1 Call to Order**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

Subject	**1.2 Roll Call**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	

Staff
Melanie Metzger, Interim Executive Director
Adam Stump, Budget Manager

Robert Schofield, Attorney

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

2. Public Comment 1

Subject	**2.1 Public Comment**
Meeting	May 10, 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 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.

File Attachments
[public comment_Dansereau_4.29.22.pdf (97 KB)](#)
[Responses to Return of Mask Mandate on 4.27.22.pdf (29 KB)](#)

3. Presentation

	3.1 FFAPL Presentation
Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	3. Presentation
Category	Public
Access	
Type	

File Attachments
[FFAPL Brochure March 2022.pdf (2,386 KB)](#)

4. Consent Agenda

Subject	**4.1 Minutes**
Meeting	May 10, 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.
Minutes	Apr 12, 2022 - Albany Public Library Board of Trustees Meeting

[4.12.22_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.

Subject	**4.2 Operating Check Register**
Meeting	May 10, 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
[May2022checkreg_Last.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.

Subject	**4.3 Capital Fund Check Register**
Meeting	May 10, 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. |

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

5.1 Finance Memo

Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	5. Finance
Category	Public
Access Type	

File Attachments
[Mayfinancememo.pdf (223 KB)](#)

Subject	**5.2 Treasurer's Report**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Finance
Access	Public
Type	Reports

File Attachments
[202203TreasRpt1.pdf (34 KB)](#)
[202203TreasRpt2.pdf (38 KB)](#)

Subject	**5.3 Capital Fund Report**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Finance
Access	Public
Type	Reports

File Attachments
[202203capital.pdf (33 KB)](#)

Subject	5.4 Cash and Investment Summary
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Finance
Access	Public
Type	Reports

File Attachments
202203bankbalances.pdf (44 KB)

6. Committee and Liaison Reports

6.1 Trustees Reporting Out/Upcoming Events

Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	6. Committee and Liaison Reports
Category	Public
Access	
Type	

6.2 Nominating Committee

Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	6. Committee and Liaison Reports
Category	Public
Access	
Type	

File Attachments
4.14.22_Nominating_Min.pdf (70 KB)

Subject	**6.3 Ad Hoc Strategic Plan Committee**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	

File Attachments

[Ad Hoc Strategic Plan Committee Minutes 04-20-22.docx (14 KB)](#)

Subject	**6.4 UHLS**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Information

File Attachments
[UHS_April 2022.pdf (103 KB)](#)

Subject	**6.5 Executive Committee**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	

File Attachments
[5.9.22_Exec_Min.pdf (39 KB)](#)

7. Director's Report

7.1 ED Report

Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	7. Director's Report
Category	Public
Access Type	

File Attachments
[ED rpt_5-10-22_Final.pdf (429 KB)](#)

Subject	**7.2 Monthly Statistics**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	7. Director's Report
Access Type	Public

File Attachments

[April 2022 Board Stats.pdf (688 KB)](#)

8. Informational

8.1 Informational Items Memo

Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	8. Informational
Category	Public
Access Type	

9. Unfinished Business

	9.1 Behavior Policy
Subject	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	9. Unfinished Business
Category	Public
Access Type	

File Attachments
[Behavior_web_BoardEdit_5.2022_redline.pdf (160 KB)](Behavior_web_BoardEdit_5.2022_redline.pdf)

Admin Content

When we looked at the edits, one more was brought up, simply for clarification purposes. Since we handled the edits outside of an official meeting, we thought it best to have this one extra edit brought to the entire board for discussion.

We would like to change the bullet point - "Entering or using the library in bare feet, or without a shirt."

to
"Entering the library without clothing, which must include shoes and a shirt."

Subject	**9.2 Open Meetings Law Plan**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. Unfinished Business
Access Type	Public

Subject	**9.3 Executive Director Search Update**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. Unfinished Business
Access Type	Public

10. New Business

10.1 NYS Annual Report

Subject

Meeting   May 10, 2022 - Albany Public Library Board of Trustees Meeting

Category   10. New Business

Access   Public
Type

File Attachments
[APL 2021 Annual Report.pdf (314 KB)](APL 2021 Annual Report.pdf)

Subject   **10.2 State of Emergency**

Meeting   May 10, 2022 - Albany Public Library Board of Trustees Meeting

Category   10. New Business

Access   Public
Type

File Attachments
[StateOfEmergency_web_8.2021.pdf (171 KB)](StateOfEmergency_web_8.2021.pdf)

Subject   **10.3 Appointment of Strategic Plan Consultant**

Meeting   May 10, 2022 - Albany Public Library Board of Trustees Meeting

Category   10. New Business

Access   Public
Type

11. Executive Session

Subject   **11.1 Executive Session**

Meeting   May 10, 2022 - Albany Public Library Board of Trustees Meeting

Category   11. 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	**11.2 Exit Executive Session**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	11. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to exit executive session.

12. Pandemic Operations Plan

Subject	**12.1 POP Update**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	12. Pandemic Operations Plan
Access	Public
Type	Action
Recommended Action	Motion to adopt the revised Pandemic Operations Plan.

13. Public Comment 2

Subject	**13.1 Public Comment**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	13. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

14. Adjournment

Subject	**14.1 Adjournment**
Meeting	May 10, 2022 - Albany Public Library Board of Trustees Meeting
Category	14. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.