



Tuesday, May 14, 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	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	

2. Public Comment

Subject	2.1 Public Comment
Meeting	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	2. Public Comment
Access	Public
Type	

3. Consent Agenda

3.1 Minutes

Subject May 14, 2024 - Albany Public Library Board of Trustees Meeting
Meeting 3. Consent Agenda
Category Public
Access
Type

File Attachments

[BOT DRAFT Minutes 04.09.24 Catalano.docx.pdf \(99 KB\)](#)

[BOT Minutes 04.09.24 Catalano.docx.pdf \(99 KB\)](#)

3.2 Operating Check Register

Subject May 14, 2024 - Albany Public Library Board of Trustees Meeting
Meeting 3. Consent Agenda
Category Public
Access
Type

File Attachments

[checkregmay24 \(2\).pdf \(59 KB\)](#)

3.3 Capital Fund Check Register

Subject May 14, 2024 - Albany Public Library Board of Trustees Meeting
Meeting 3. Consent Agenda
Category Public
Access
Type

File Attachments

[capcheckmay24.pdf \(9 KB\)](#)

4. Finance

Subject 4.1 Treasurer's Report

Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 4. Finance
Access Public
Type

File Attachments

[202403TreasRpt1.pdf \(34 KB\)](#)

[202403TreasRpt2.pdf \(38 KB\)](#)

Subject 4.2 Finance Memo

Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 4. Finance
Access Public
Type

File Attachments

[MayFinanceMemo24 \(1\).pdf \(204 KB\)](#)

Subject 4.3 Capital Fund Report

Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 4. Finance
Access Public
Type

File Attachments

[202403capital.pdf \(33 KB\)](#)

Subject **4.4 Cash and Investment Summary**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 4. Finance
Access Public
Type

File Attachments

[202403bankbalances.pdf \(32 KB\)](#)

5. Committee and Liaison Reports

Subject **5.1 Trustees Reporting Out/Upcoming Events**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type

Subject **5.2 Policy & Governance Committee**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

Subject **5.3 Nominating Committee**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[NomCom Minutes 050624.pdf \(21 KB\)](#)

Subject **5.4 Facilities Committee**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[2024-05-08 APL Facilities SubComm Minutes.pdf \(95 KB\)](#)

Subject **5.5 Personnel Committee**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

Subject **5.6 UHLS Liaison Report**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public
Type Reports

File Attachments

[May 8, 2024 UHLS Report.pdf \(144 KB\)](#)

Subject **5.7 Overview of Upcoming Committee Meetings**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Committee and Liaison Reports
Access Public

Type

6. Directors Report

Subject	6.1 Executive Director Report
Meeting	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	6. Directors Report
Access	Public
Type	Reports

File Attachments

[ED rpt_05.14.24.pdf \(1,371 KB\)](#)

Subject	6.2 Monthly Statistics
Meeting	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	6. Directors Report
Access	Public
Type	

File Attachments

[April 2024 Board Stats.pdf \(895 KB\)](#)

6.3 Informational Items

Subject	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Meeting	6. Directors Report
Category	Public
Access	
Type	

7. Unfinished Business

8. New Business

Subject	8.1 Civil Service Job Descriptions
Meeting	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to approve the creation of two new titles for APL in accordance with job specifications: Principal Clerk, and Head of Library Security (local title TBD).

File Attachments

[Civil Service Job Descriptions MEMO.pdf \(60 KB\)](#)

Subject	8.2 New Service Hours Quarterly Update
Meeting	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Reports

File Attachments

[New Service Hours Q2 Report.pdf \(792 KB\)](#)

Subject	8.3 Capital Projects Funding Request
Meeting	May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to approve the transfer of \$462,883 from the general checking account to the capital checking account, for the purpose of completing the 2024/2025 capital projects as recommended by the Facilities Committee.

File Attachments

[MEMO FY25 Capital Funding Request for BoT.pdf \(148 KB\)](#)

Subject **8.4 After Hours Meeting Procedure**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 8. New Business
Access Public
Type Information

File Attachments

[After Hours Meeting Procedure MEMO.pdf \(58 KB\)](#)

Subject **8.5 Quarterly Board Evaluation**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 8. New Business
Access Public
Type Procedural

9. Public Comment

Subject **9.1 Public Comment**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 9. Public Comment
Access Public
Type

10. Executive Session

Subject **10.1 Executive Session**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Executive Session
Access Public
Type

Subject **10.2 Exit Executive Session**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Executive Session
Access Public
Type

11. Adjournment

Subject **11.1 Adjournment**
Meeting May 14, 2024 - Albany Public Library Board of Trustees Meeting
Category 11. Adjournment
Access Public
Type