Albany Public Library

Mission: educate, entertain, and empower our community

Tuesday, June 13, 2023
Albany Public Library Board of Trustees Meeting

6:00 pm

1. Meeting Opening

Subject	**1.1 Call to Order**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

2. Public Comment 1

Subject	**2.1 Public Comment**
Meeting	Jun 13, 2023 - 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.

3. Friends & Foundation of APL

Subject	**3.1 New FFAPL Office Manager**

Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	3. Friends & Foundation of APL
Access	Public
Type	Information

File Attachments
FFAPL Office Manager job announcement.pdf (122 KB)

4. Consent Agenda

Subject	**4.1 Minutes**
Meeting	Jun 13, 2023 - 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.

File Attachments
BOT_DRAFT_Minutes_05.09.23_Catalano.pdf (90 KB)
BOT_Minutes_05.09.23_Catalano.pdf (90 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	**4.2 Operating Check Register**
Meeting	Jun 13, 2023 - 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 Attachment

checkregjun (1).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.

	4.3 Capital Fund Check Register
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Consent Agenda
Access	Public
Type	Action, Action (Consent)

File Attachments
capcheckjun.pdf (9 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.

5. Finance

Subject	**5.1 Finance Memo**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Finance
Access	Public
Type	Reports

File Attachments

JuneFinanceMemo.pdf (207 KB)

Subject	**5.2 Treasurer's Report**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting

Category	5. Finance
Access	Public
Type	Reports

File Attachments
202304TreasRpt1.pdf (34 KB)
202304TreasRpt2.pdf (38 KB)

Subject	**5.3 Capital Fund Report**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Finance
Access	Public
Type	Reports

File Attachments
202304capital.pdf (33 KB)

Subject	**5.4 Cash and Investment Summary**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Finance
Access	Public
Type	Reports

File Attachments
202304bankbalances.pdf (44 KB)

6. Committee and Liaison Reports

Subject	**6.1 Trustees Reporting Out/Upcoming Events**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	

Subject	**6.2 Facilities Committee**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Reports

6.3 Executive Committee

Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Minutes

File Attachments
APL Executive Committee Minutes 6-7-23.pdf (46 KB)

Subject	**6.4 Personnel Committee**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Minutes

File Attachments
APL Personnel Committee Meeting Minutes 6-8-23 2.pdf.pdf (94 KB)

Subject	**6.5 Policy & Governance Committee**

Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Minutes

File Attachments
AGENDA P&G 6-12-23.pdf (21 KB)
DRAFT P&G ByLaws 6-12-23.pdf (154 KB)
MINUTES P&G 6-12-13.pdf (87 KB)

Subject	**6.6 UHLS Report**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Reports

File Attachments
May 10 2023 UHLS Report.pdf (126 KB)

Subject	**6.7 Overview of Upcoming Committee Meetings**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Committee and Liaison Reports
Access	Public
Type	Information

7. Director's Report

Subject	**7.1 Executive Director Report**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	7. Director's Report
Access	Public
Type	Reports

File Attachments

_ED rpt_06.13.23.pdf (814 KB)

Subject	**7.2 Monthly Statistics**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	7. Director's Report
Access	Public
Type	Information

File Attachments

May 2023 Board Stats.pdf (960 KB)

	7.3 Informational Items
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	7. Director's Report
Access	Public
Type	Information

File Attachments

DQSH MEMO.pdf (170 K

8. Unfinished Business

Subject	**8.1 Quarterly Board Evaluation**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. Unfinished Business
Access	Public
Type	Action
Recommended Action	Motion to approve changes to the Quarterly Board Evaluation form.

File Attachments

Quarterly Board Meeting Evaluation - Executive Committee Edits plus BOT feedback.pdf (209 KB)

9. New Business

Subject	**9.1 Capital Projects Funding Request**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	Information

File Attachments

MEMO to BoT re Capital Project Funding Requests.pdf (140 KB)

Subject	**9.2 Opalka Gallery Curatorial Agreement**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	

File Attachments

Art at APL Agreement 2023-2024.pdf (180 KB)

Subject	**9.3 Professional HR Services**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	Action
Recommended Action	Motion to approve APL entering into a Professional HR Services agreement.

File Attachments
APL. CSA. 05 02 2023.pdf (117 KB)

Subject	**9.4 Standing Agenda Items**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	Action, Discussion
Recommended Action	Motion to adopt Standing Agenda Items calendar.

File Attachments
Standing Agenda Items for Board of Trustees Meetings_1.17.pdf (200 KB)
Standing Agenda Items - Clean Version 6.7.23.pdf (143 KB)

Subject	**9.5 Board Meeting Ground Rules**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	Action, Discussion
Recommended Action	Motion to adopt Board Meeting Ground Rules.

File Attachments
Ground Rules .pdf (36 K

Subject	
Meeting	
Category	**9.6 Board Elections**
Access	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Type	9. New Business
	Public
	Discussion

10. Public Comment 2

Subject	**10.1 Public Comment**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	10. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

11. Executive Session

Subject	**11.1 Executive Session**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	11. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to enter into executive session.

Subject	**11.2 Exit Executive Session**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	11. Executive Session
Access	Public
Type	

12. Adjournment

Subject	**12.1 Adjournment**
Meeting	Jun 13, 2023 - Albany Public Library Board of Trustees Meeting
Category	12. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.