



Tuesday, July 11, 2023
Albany Public Library Board of Trustees Meeting

6:00 pm

1. Meeting Opening

Subject	1.1 Call to Order
Meeting	Jul 11, 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	Jul 11, 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. Consent Agenda

Subject	3.1 Minutes
----------------	--------------------

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
 Meeting Jul 11, 2023 - 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.

File Attachments

[BOT DRAFT Minutes 06.13.23 Catalano.docx.pdf \(103 KB\)](#)

[BOT Minutes 06.13.23 Catalano.docx.pdf \(102 KB\)](#)

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 Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

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.

F
i
l
e
A
t
t
a
c
h
m
e
n
t
s
[c](#)
[h](#)
[e](#)

C
K
r
e
g
i
u
l
2
3
(
1
)
+
p
d
f
(
5
9
K
B
)

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	Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category	3. Consent Agenda
Access	Public

Meeting
Type

Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Action, Action (Consent)

[F](#)
[i](#)
[l](#)
[e](#)
[A](#)
[t](#)
[t](#)
[a](#)
[c](#)
[h](#)
[m](#)
[e](#)
[n](#)
[t](#)
[s](#)
[c](#)
[a](#)
[p](#)
[c](#)
[h](#)
[e](#)
[c](#)
[k](#)
[i](#)
[u](#)
[l](#)
[2](#)
[3](#)
[.](#)
[p](#)
[d](#)
[f](#)
[\(](#)
[9](#)
[K](#)
[B](#)
[\)](#)

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	Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[JulyFinanceMemo.pdf \(203 KB\)](#)

Subject	4.2 Treasurer's Report
Meeting	Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[202305TreasRpt1.pdf \(34 KB\)](#)
[202305TreasRpt2.pdf \(38 KB\)](#)

Subject	4.3 Capital Fund Report
Meeting	Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[202305capital.pdf \(33 KB\)](#)

Subject	4.4 Cash and Investment Summary
Category	4. Finance
Access	Public
Type	Reports

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

File Attachments

[202305bankbalances.pdf \(45 KB\)](#)

5. Committee and Liaison Reports

Subject **5.1 Trustees Reporting Out/Upcoming Events**

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 5. Committee and Liaison Reports

Access Public

Type

Subject **5.2 Policy and Governance Committee**

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 5. Committee and Liaison Reports

Access Public

Type Reports

File Attachments

[MINUTES June 20 2023.pdf \(24 KB\)](#)[AGENDA PG JUNE 20 2023.pdf \(22 KB\)](#)**Subject** **5.3 Overview of Upcoming Committee Meetings**

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 5. Committee and Liaison Reports

Access Public

Type Information

6. Director's Report

6.1 Executive Director Report

Subject Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Meeting
Category 6. Director's Report
Access Public
Type Reports

File Attachments

[ED rpt_07.11.23.pdf \(372 KB\)](#)

6.2 Monthly Statistics

Subject Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Meeting
Category 6. Director's Report
Access Public
Type Information

File Attachments

[June 2023 Board Stats.pdf \(975 KB\)](#)

6.3 Informational Items

Subject Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Meeting
Category 6. Director's Report
Access Public
Type Information

File Attachments

[Microsoft Switch MEMO for BoT.pdf \(162 KB\)](#)

Meeting

Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

7. Unfinished Business

Subject	7.1 Quarterly Board Evaluation
Category	7. 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 \(209 KB\)](#)

Subject	7.2 Board Meeting Ground Rules
Meeting	Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category	7. Unfinished Business
Access	Public
Type	Action, Discussion
Recommended Action	Motion to adopt Board Meeting Ground Rules.

File Attachments

[Ground Rules \(1\).pdf \(36 KB\)](#)

8. New Business

8.1 Capital Projects Funding Request

Subject Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Meeting

Category 8. New Business

Access Public

Type Action

Recommended Action Motion to approve the Capital Project funding requests proposed.

File Attachments

[MEMO to BoT re Capital Project Funding Requests.pdf \(140 KB\)](#)
Subject 8.2 Quarterly Update on Strategic Plan

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 8. New Business

Access Public

Type Information

File Attachments

[Quarterly Strategic Plan Update MEMO 7.5.23.pdf \(1,202 KB\)](#)
Subject 8.3 Service Hours Proposal

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 8. New Business

Access Public

Type Information

File Attachments

[Service Hours Proposal MEMO 7.5.23.pdf \(182 KB\)](#)
Subject 8.4 Board By-laws

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
 Category 8. New Business
 Access Public
 Type Action

File Attachments
[C ATTACHMENT.pdf \(143 KB\)](#)
[F ATTACHMENT.pdf \(166 KB\)](#)
[G ATTACHMENT.pdf \(186 KB\)](#)

9. Election of Officers

Subject **9.1 Appoint Board Treasurer**
 Category 9. Election of Officers
 Access Public
 Type Action
 Recommended Action Motion to appoint Shawn Smith as Treasurer.

File Attachments
[Resolution \(Treasurer\) 071123, 4866-2741-5406.pdf \(63 KB\)](#)
[Oath of Office \(Smith - Treasurer\) 07xx23, 4868-6334-5006.pdf \(38 KB\)](#)
[Signed -Oath of Office \(Smith - Treasurer\) 071123.pdf \(23 KB\)](#)

Subject **9.2 President: Nomination**
 Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
 Category 9. Election of Officers
 Access Public
 Type Action
 Recommended Action Motion to nominate [name] as President.

Subject **9.3 President: Close Nominations**
 Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 9. Election of Officers
Access Public
Type Action
Recommended Action Motion to close the nominations for President.

Subject 9.4 President: Election

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category 9. Election of Officers
Access Public
Type Action
Recommended Action Motion to elect [name] for President.

Subject 9.5 Vice President: Nomination

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category 9. Election of Officers
Access Public
Type Action
Recommended Action Motion to nominate [name] as Vice President.

Subject 9.6 Vice President: Close Nominations

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category 9. Election of Officers
Access Public
Type Action
Recommended Action Motion to close the nominations for Vice President.

Subject 9.7 Vice President: Election

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category 9. Election of Officers
Access Public
Type Action
Recommended Action Motion to elect [name] for Vice President.

Subject 9.8 Vice President for Finance: Nomination

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category 9. Election of Officers
Access Public
Type Action

Recommended Action Motion to nominate [name] as Vice President for Finance.

Subject 9.9 Vice President for Finance: Close Nominations

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 9. Election of Officers

Access Public

Type Action

Recommended Action Motion to close the nominations for Vice President for Finance.

Subject 9.10 Vice President for Finance: Election

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 9. Election of Officers

Access Public

Type Action

Recommended Action Motion to elect [name] for Vice President for Finance.

Subject 9.11 Secretary: Nomination

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 9. Election of Officers

Access Public

Type Action

Recommended Action Motion to nominate [name] as Secretary.

Subject 9.12 Secretary: Close Nominations

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 9. Election of Officers

Access Public

Type Action
 Recommended Action Motion to close the nominations for Secretary.

Subject 9.13 Secretary: Election

Meeting Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 9. Election of Officers

Access Public

Type Action

Recommended Action Motion to elect [name] for Secretary.

10. Public Comment 2

Subject 10.1 Public Comment

Meeting Jul 11, 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 Jul 11, 2023 - Albany Public Library Board of Trustees Meeting

Category 11. Executive Session

Access Public

Type Action

Recommended Action Motion to enter into Executive Session for the purpose of discussions regarding proposed, pending or current litigation; collective

negotiations pursuant to article fourteen of the civil service law; and the medical, financial, credit or employment history of a particular person or corporation.

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

12. Adjournment

Subject	12.1 Adjournment
Meeting	Jul 11, 2023 - Albany Public Library Board of Trustees Meeting
Category	12. Adjournment
Access Type	Public
Type	Action
Recommended Action	Motion to adjourn.