



**Tuesday, July 12, 2022**  
**Albany Public Library Board of Trustees Meeting**

**6:00 pm**

**1. Meeting Opening**

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<b>Subject</b>	<b>1.1 Call to Order</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

<b>Subject</b>	<b>1.2 Roll Call</b>
Meeting	Jul 12, 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  
Sam Kennedy, Board Clerk

Robert Schofield, Attorney

## 2. Public Comment 1

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<b>Subject</b>	<b>2.1 Public Comment</b>
Meeting	Jul 12, 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](mailto: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 6-26-22 Arlington, MA.pdf \(201 KB\)](#)

## 3. Swearing in of New Trustees

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### 3.1 Swearing in of Paige Barnum

<b>Subject</b>	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	3. Swearing in of New Trustees
Category	Public
Access	
Type	

File Attachments

[Oath of Office \(Barnum\) 052122 4867-3721-4753 v.1.pdf \(259 KB\)](#)

<b>Subject</b>	<b>3.2 Swearing in of Lynnette Robinson</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	3. Swearing in of New Trustees

Access Public

Type

File Attachments

[Oath of Office \( L Robinson\) 052122 4867-3721-4753 v.1.pdf \(259 KB\)](#)

## 4. Consent Agenda

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<b>Subject</b>	<b>4.1 Minutes</b>
Meeting	Jul 12, 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.

File Attachments

[minutes BOT regular mtg 06.14.22 \(1\).pdf \(61 KB\)](#)

*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 Jah-Raii Gause, second by Arlene Way.

Final Resolution: Motion Carries

Yes: Arlene Way, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

<b>Subject</b>	<b>4.2 Operating Check Register</b>
Meeting	Jul 12, 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

[CheckregJul .pdf \(50 KB\)](#)

*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 Jah-Raii Gause, second by Arlene Way.

Final Resolution: Motion Carries

Yes: Arlene Way, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

<b>Subject</b>	<b>4.3 Capital Fund Check Register</b>
Meeting	Jul 12, 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  
[capcheck722.pdf \(35 KB\)](#)

*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 Jah-Raii Gause, second by Arlene Way.

Final Resolution: Motion Carries

Yes: Arlene Way, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

## 5. Finance

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<b>Subject</b>	<b>5.1 Finance Memo</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	5. Finance

Access Public  
Type

File Attachments  
[Julfinancememo.pdf \(145 KB\)](#)

**Subject** **5.2 Treasurer's Report**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 5. Finance

Access Public

Type Information, Reports

File Attachments  
[202205TreasRpt1.pdf \(34 KB\)](#)  
[202205TreasRpt2.pdf \(38 KB\)](#)

**Subject** **5.3 Capital Fund Report**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 5. Finance

Access Public

Type Reports

File Attachments  
[202205capital.pdf \(34 KB\)](#)

**5.4 Cash and Investment Summary**

**Subject** Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Meeting

Category 5. Finance

Access Public

Type Information, Reports

File Attachments  
[202205bankbalances.pdf \(44 KB\)](#)

## 6. Committee and Liaison Reports

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### 6.1 Trustees Reporting Out/Upcoming Events

<b>Subject</b>	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	
Category	6. Committee and Liaison Reports
Access	Public
Type	

## 7. Director's Report

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### 7.1 ED Report

<b>Subject</b>	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	7. Director's Report
Category	Public
Access	
Type	

File Attachments

[ED rpt 7-12-22.pdf \(783 KB\)](#)

### 7.2 Monthly Statistics

<b>Subject</b>	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Meeting	
Category	7. Director's Report
Access	Public
Type	Information

File Attachments

[June 2022 Board Stats.pdf \(820 KB\)](#)

## 8. Unfinished Business

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**Subject** **8.1 Videoconferencing into meetings**  
Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting  
Category 8. Unfinished Business  
Access Public  
Type Action

File Attachments  
[Resolution \(Videoconferencing\), 4894-2451-0749.pdf \(155 KB\)](#)

Motion & Voting

To allow remoting in to meetings with a 24 hour notice as per the resolution discussed.

Motion by Sarah Macinski, second by Lynnette Robinson.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **8.2 Strategic Plan Process**  
Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting  
Category 8. Unfinished Business  
Access Public  
Type

APL Mission Statement: Albany Public Library Educates, Entertains and Empowers Our Community

## 9. New Business

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**Subject** **9.1 Format of Upcoming Meetings**  
Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting  
Category 9. New Business  
Access Public  
Type Action

Motion & Voting

To have the August Full Board meeting be a hybrid meeting should the executive order be rescinded.

Motion by Jah-Raii Gause, second by Paige Barnum.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

## 10. Election of Officers

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<b>Subject</b>	<b>10.1 President: Nomination</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. Election of Officers
Access	Public
Type	Action
Recommended Action	Motion to nominate (name) for President.
Motion & Voting	

<b>Subject</b>	<b>10.2 President: Close Nominations</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. Election of Officers
Access	Public
Type	Action
Recommended Action	Motion to close the nominations for President.
Motion & Voting	
	Motion to close the nominations for President.
	Motion by Jah-Raii Gause, second by Sarah Macinski.
	Final Resolution: Motion Carries
	Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

<b>Subject</b>	<b>10.3 President: Election</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. Election of Officers
Access	Public
Type	Action
Recommended Action	Motion to elect (name) as President.
Motion & Voting	
	Motion to elect Tom McCarthy as President.
	Motion by Jah-Raii Gause, second by Sarah Macinski.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.4 Vice President: Nomination**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to nominate (name) for Vice President.

**Subject** **10.5 Vice President: Close Nomination**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to close the nominations for Vice President.

Motion & Voting

Motion to close the nominations for Vice President.

Motion by Paige Barnum, second by Arlene Way.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.6 Vice President: Election**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to elect (name) as Vice President.

Motion & Voting

Motion to elect Jah-Raii as Vice President.

Motion by Paige Barnum, second by Arlene Way.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.7 Vice President of Finance: Nomination**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to nominate (name) for Vice President of Finance.  
Motion & Voting

Motion to nominate Sara Dallas for Vice President of Finance.

Motion by Arlene Way, second by Brigitte Pryor.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.8 Vice President of Finance: Close Nomination**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

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

Motion to close the nominations for Vice President of Finance.

Motion by Arlene Way, second by Jah-Raii Gause.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.9 Vice President of Finance: Election**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to elect (name) as Vice President of Finance.  
Motion & Voting

Motion to elect Sarah Dallas as Vice President of Finance.

Motion by Arlene Way, second by Jah-Raii Gause.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.10 Secretary: Nomination**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to nominate (name) for Secretary.

**Motion & Voting**

Motion to nominate Brigitte Pryor for Secretary.

Motion by Jah-Raii Gause, second by Brigitte Pryor.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

**Subject** **10.11 Secretary: Close Nomination**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to close the nominations for Secretary.

**Subject** **10.12 Secretary: Election**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Recommended Action Motion to elect (name) as Secretary.

**Motion & Voting**

Motion to elect Brigitte Pryor as Secretary.

Motion by Jah-Raii Gause, second by Arlene Way.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson

## 11. Public Comment 2

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<b>Subject</b>	<b>11.1 Public Comment</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	11. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

## 12. Executive Session

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<b>Subject</b>	<b>12.1 Executive Session</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	12. 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;

<b>Subject</b>	<b>12.2 Exit Executive Session</b>
Meeting	Jul 12, 2022 - Albany Public Library Board of Trustees Meeting
Category	12. Executive Session
Access	Public
Type	Action
Recommended Action	Motion to exit executive session.

## 13. Housekeeping

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<b>Subject</b>	<b>13.1 Housekeeping</b>
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Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting  
Category 13. Housekeeping  
Access Public  
Type

## 14. Adjournment

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**Subject** **14.1 Adjournment**

Meeting Jul 12, 2022 - Albany Public Library Board of Trustees Meeting  
Category 14. Adjournment  
Access Public  
Type Action  
Recommended Action Motion to adjourn.  
Motion & Voting  
Motion to adjourn.

Motion by Jah-Raii Gause, second by Lynnette Robinson.

Final Resolution: Motion Carries

Yes: Arlene Way, Brigitte Pryor, Sara Dallas, Thomas McCarthy, Jah-Raii Gause, Sarah Macinski, Paige Barnum, Lynnette Robinson