



Tuesday, July 9, 2024
Albany Public Library Board of Trustees Meeting

6:00 pm

1. Meeting Opening

Subject	1.1 Call to Order
Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

This meeting is being conducted at 161 Washington Ave and via videoconference from Dallas, TX.

2. Public Comment 1

Subject	2.1 Public Comment
Meeting	Jul 9, 2024 - 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. Swearing in of New Trustees

Subject	3.1 Swearing in of Paige Allen
Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 3. Swearing in of New Trustees
Access Public
Type Action

File Attachments

[Oath of Office \(Allen\).pdf \(83 KB\)](#)

Subject 3.2 Swearing in of Jennifer Marlow
Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 3. Swearing in of New Trustees
Access Public
Type Action

File Attachments

[Oath of Office \(Marlow\).pdf \(83 KB\)](#)

4. Consent Agenda

Subject 4.1 Minutes
Meeting Jul 9, 2024 - 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 06.11.24 Catalano.pdf \(291 KB\)](#)

[BOT Minutes 06.11.24 Catalano.pdf \(291 KB\)](#)

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 Category Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
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

[checkregjul24 2.pdf \(21 KB\)](#)

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 Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 4. Consent Agenda

Access Public

Type Action, Action (Consent)

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 Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 5. Finance

Access Public

Type Reports

File Attachments

[July2024FinanceMemo.pdf \(206 KB\)](#)
Subject 5.2 Treasurer's Report

Meeting Category Jul 9, 2024 - Albany Public Library Board of Trustees Meeting 5. Finance
Access Public
Type Reports

File Attachments

[202405TreasRpt1.pdf \(94 KB\)](#)
[202405TreasRpt2.pdf \(100 KB\)](#)

Subject

5.3 Capital Fund Report

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Finance
Access Public
Type Reports

File Attachments

[202405capital.pdf \(93 KB\)](#)

Subject

5.4 Cash and Investment Summary

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 5. Finance
Access Public
Type Reports

File Attachments

[202405bankbalances.pdf \(135 KB\)](#)

6. Committee and Liaison Reports

Subject **6.1 Trustees Reporting Out/Upcoming Events**
Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 6. Committee and Liaison Reports
Access Type Public

Subject **6.2 UHLS Liaison Report**
Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 6. Committee and Liaison Reports
Access Type Public
Type Reports

Subject **6.3 Overview of Upcoming Committee Meetings**
Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 6. Committee and Liaison Reports
Access Type Public
Type Information

7. Director's Report

Subject **7.1 Executive Director Report**
Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 7. Director's Report
Access Type Public
Type Reports

File Attachments

[ED rpt_07.09.24 \(1\).pdf \(474 KB\)](#)

Subject **7.2 Monthly Statistics**
Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 7. Director's Report

Access Public
Type Information

File Attachments

[Monthly APL Statistics Report June 2024.pdf \(398 KB\)](#)

Subject **7.3 Informational Items**

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 7. Director's Report

Access Public

Type Information

8. Unfinished Business

9. New Business

9.1 Quarterly Update on Strategic Plan

Subject

Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Meeting

9. New Business

Category

Public

Access

Type

Reports

File Attachments

[Q4 Implementation Grid FY2023-2024.pdf \(938 KB\)](#)

Subject **9.2 Board Meeting Ground Rules**

Meeting Jul 9, 2024 - 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 \(1\).pdf \(36 KB\)](#)

Subject	9.3 Annual Policy Acknowledgements
Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category	9. New Business
Access	Public
Type	Action
File Attachments	
	CONFLICT-OF-INTEREST-POLICY_8.2021.pdf (166 KB)
	Whistleblower-Policy_8.2021.pdf (120 KB)

10. Election of Officers

Subject	10.1 Appoint Board Treasurer
Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category	10. 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).pdf (83 KB)
	Resolution (Treasurer) 070924 - signed.pdf (26 KB)

Subject	10.2 Appoint UHLS Liaison
Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category	10. Election of Officers
Access	Public
Type	Action
	Motion to appoint a trustee to represent APL on the UHLS Board as UHLS Liaison.

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Election of Officers
Access Public
Type Action
10.3 President: Nomination
Recommended Action Motion to nominate [name] as President.

Subject 10.4 President: Close Nominations

Meeting Jul 9, 2024 - 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.

Subject 10.5 President: Election

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Election of Officers
Access Public
Type Action
Recommended Action Motion to elect [name] for President.

Subject 10.6 Vice President: Nomination

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Election of Officers
Access Public
Type Action
Motion to nominate
[name] as Vice
President.

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

**10.7 Vice President:
Close Nominations**

Recommended Action Motion to close the nominations for Vice President.

Subject 10.8 Vice President: Election

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

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

Subject 10.9 Vice President for Finance: Nomination

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

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

Subject 10.10 Vice President for Finance: Close Nominations

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 10. Election of Officers

Access Public

Type Action

Motion to close the nominations for Vice
President for Finance.

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Election of Officers
Access Public
Type Action
10.11 Vice President for Finance: Election

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

Subject 10.12 Secretary: Nomination

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Election of Officers
Access Public
Type Action

Recommended Action Motion to nominate [name] as Secretary.

Subject 10.13 Secretary: Close Nominations

Meeting Jul 9, 2024 - 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 10.14 Secretary: Election

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category 10. Election of Officers
Access Public
Type Action

Recommended Action Motion to elect [name] for Secretary.

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category Public Comment 2

Access Public

Type Procedural

11. Public Comment 2

Subject **11.1 Public Comment**

Comments limited to no more than 5 minutes per person.

12. Executive Session

Subject **12.1 Executive Session**

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 12. 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 **12.2 Exit Executive Session**

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Category 12. Executive Session

Access Public

Type

13. Adjournment

Subject **13.1 Adjournment**

Meeting Jul 9, 2024 - Albany Public Library Board of Trustees Meeting

Meeting	Jul 9, 2024 - Albany Public Library Board of Trustees Meeting
Category	10. Election of Officers
Access	Public
Type	Action
Category	13. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.