Albany Public Library

Mission: educate, entertain, and empower our community

Tuesday, September 12, 2023
Albany Public Library Board of Trustees Meeting

6:00 pm

1. Meeting Opening

Subject	**1.1 Call to Order**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

2. Public Comment

Subject	**2.1 Public Comment**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	2. Public Comment
Access	Public
Type	Procedural

3. Consent Agenda

Subject	**3.1 Minutes**
Meeting	Sep 12, 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_08.08.23_Catalano.docx.pdf (90 KB)](#)
[BOT_Minutes_08.08.23_Catalano.docx.pdf (89 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	Sep 12, 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.

File Attachments
[checkregsept23 (1).pdf (55 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	**3.3 Capital Fund Check Register**
Meeting	Sep 12, 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.

File Attachments
[capchecksep23 (1).pdf (10 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. Finance

Subject	**4.1 Finance Memo**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[SeptemberFinanceMemo.pdf (203 KB)](#)

Subject	**4.2 Treasurer's Report**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[202307TreasRpt1.pdf (34 KB)](#)
[202307TreasRpt2.pdf (37 KB)](#)

Subject	**4.3 Capital Fund Report**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	4. Finance
Access	Public
Type	Reports

File Attachments
[202307capital.pdf (34 KB)](#)

Subject	**4.4 Cash and Investment Summary**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting

Category	4. Finance
Access	Public
Type	Reports

File Attachments
[202307bankbalances.pdf (45 KB)](#)

5. Committee and Liaison Reports

Subject	**5.1 Trustees Reporting Out/Upcoming Events**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	

Subject	**5.2 Facilities Committee**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	Minutes, Reports

File Attachments
[2023-09-05 APL Facilities Committee Minutes (DRAFT_v2).pdf (136 KB)](#)

Subject	**5.3 Personnel Committee**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	Minutes, Reports

File Attachments
[APL Personnel Committee Meeting Minutes 9-7-23.pdf.pdf (100 KB)](#)

Subject	**5.4 Overview of Upcoming Committee Meetings**

Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	5. Committee and Liaison Reports
Access	Public
Type	Information

6. Directors Report

Subject	**6.1 Executive Director Report**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Directors Report
Access	Public
Type	Reports

File Attachments
ED rpt_09.12.23.pdf (454 KB)

Subject	**6.2 Monthly Statistics**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	6. Directors Report
Access	Public
Type	Information

File Attachments
August 2023 Board Stats.pdf (989 KB)

7. Unfinished Business

Subject	**7.1 Service Hours Proposal**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	7. Unfinished Business
Access	Public

Type	Action

Recommended Action	Motion to adopt the proposed service hours as recommended by the Executive Director, effective Monday, November 6, 2023.

File Attachments
[Service Hours Proposals 7.26.23.pdf (694 KB)](#)

8. New Business

Subject	**8.1 Revision of 2023 Schedule of Service**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action

File Attachments
[Updated 2023 Schedule of Service - DRAFT.pdf (60 KB)](#)

Subject	**8.2 Adoption of 2024 Schedule of Service**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action

File Attachments
[2024 Schedule of Service - DRAFT1.pdf (60 KB)](#)
[2024 Schedule of Service - DRAFT2.pdf (60 KB)](#)

Subject	**8.3 State Aid for Library Construction Application Authentication**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to approve the application for the Division of Library Development Construction Aid Grant

File Attachments
[State Aid for Library Construction Application FY 2023-2024.pdf (115 KB)](#)
[Construction Grant memo 8.24.23.pdf (197 KB)](#)

Subject	**8.4 Clarity HR Solutions Recommendation**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Information

File Attachments
[APL. HR Recommendations. 08 24 2023.pdf (99 KB)](#)

Subject	**8.5 New Event Calendar Demo**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Information

Subject	**8.6 Quarterly Board of Trustees Evaluation Results**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Reports

9. Public Comment

Subject	**9.1 Public Comment**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	9. Public Comment
Access	Public

Type   Procedural

10. Executive Session

Subject	
Meeting	**10.1 Executive Session**
Category	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Access	10. Executive Session
Type	Public
Recommended Action	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	**10.2 Exit Executive Session**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	10. Executive Session
Access	Public
Type	

11. Adjournment

Subject	**11.1 Adjournment**
Meeting	Sep 12, 2023 - Albany Public Library Board of Trustees Meeting
Category	11. Adjournment
Access	Public
Type	Action
Recommended Action	Motion to adjourn.