



**Tuesday, September 13, 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	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	1. Meeting Opening
Access	Public
Type	Procedural

**2. Public Comment 1**

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<b>Subject</b>	<b>2.1 Public Comment</b>
Meeting	Sep 13, 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.

**3. Consent Agenda**

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<b>Subject</b>	<b>3.1 Minutes</b>
Meeting	Sep 13, 2022 - 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.

Minutes Aug 9, 2022 - Albany Public Library Board of Trustees Meeting

File Attachments

[8.9.22 Minutes Draft](#)

[BOT APPROVED minutes 09.13.22.pdf \(87 KB\)](#)

*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 13, 2022 - 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

[checkregsep2022\\_Final2.pdf \(98 KB\)](#)

*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 13, 2022 - 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

[capchecksep2022.pdf \(68 KB\)](#)

*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

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### 4.1 Finance Memo

Sep 13, 2022 - Albany Public Library Board of Trustees Meeting

**Subject**

4. Finance

Meeting

Public

Category

Access Type

File Attachments

[Sep2022financememo.pdf \(221 KB\)](#)

**Subject**

### 4.2 Treasurer's Report

Meeting

Sep 13, 2022 - Albany Public Library Board of Trustees Meeting

Category

4. Finance

Access

Public

Type

Reports

File Attachments

[202207TreasRpt1.pdf \(34 KB\)](#)

[202207TreasRpt2.pdf \(37 KB\)](#)

**Subject**

### 4.3 Capital Fund Report

Meeting

Sep 13, 2022 - Albany Public Library Board of Trustees Meeting

Category

4. Finance

Access

Public

Type

Reports

File Attachments

[202207capital.pdf \(34 KB\)](#)

**Subject** 4.4 Bank Balance  
Meeting Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Category 4. Finance  
Access Public  
Type Reports

File Attachments

[202207bankbalances.pdf \(44 KB\)](#)

## 5. Committee and Liaison Reports

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### 5.1 Trustees Reporting Out/Upcoming Events

**Subject** Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Meeting 5. Committee and Liaison Reports  
Category Public  
Access  
Type

### 5.2 UHLS Report

**Subject** Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Meeting 5. Committee and Liaison Reports  
Category Public  
Access  
Type

### 5.3 Facilities Committee Report

**Subject** Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Meeting 5. Committee and Liaison Reports  
Category Public  
Access  
Type

File Attachments

[Facilities Committee Minutes 9.6.22.pdf \(80 KB\)](#)

## 6. Director's Report

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### 6.1 ED Report

**Subject** Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Meeting 6. Director's Report  
Category Public  
Access Type

File Attachments

[ED rpt 9.13.22.pdf \(5,946 KB\)](#)

### 6.2 Monthly Statistics

**Subject** Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Meeting 6. Director's Report  
Category Public  
Access Type

File Attachments

[August 2022 Board Stats.pdf \(855 KB\)](#)

### 6.3 Administrative Assistant Position Update

**Subject** Sep 13, 2022 - Albany Public Library Board of Trustees Meeting  
Meeting Meeting  
Category 6. Director's Report  
Access Type Public

File Attachments

[Administrative Assistant - CSC 6-27-18.pdf \(25 KB\)](#)

[Admin Asst job description memo to BOT 9.7.22.pdf \(221 KB\)](#)

## 7. Informational

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<b>Subject</b>	<b>7.1 Informational Items Memo (If Needed)</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	7. Informational
Access Type	Public

File Attachments

[BOT Expectations and Resources memo 9.12.22.pdf \(147 KB\)](#)

## 8. New Business

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<b>Subject</b>	<b>8.1 State Aid for Library Construction Application Authentication</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access Type	Public
Type	Action
Recommended Action	Motion to approve the application for the Division of Library Development Construction Aid Grant

File Attachments

[Construction Grant memo 9.1.22.pdf \(268 KB\)](#)

[BOT Assurances form.pdf \(798 KB\)](#)

<b>Subject</b>	<b>8.2 Revision of 2022 Schedule of Service</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access Type	Public
Type	Action
Recommended Action	Motion to Approve the revised 2022 Schedule of Service

File Attachments

[2022 Schedule of Service-REVISED.pdf \(144 KB\)](#)

<b>Subject</b>	<b>8.3 Adoption of 2023 Schedule of Service</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	Action
Recommended Action	Motion to Adopt the 2023 Schedule of Service

File Attachments

[2023 Schedule of Service - DRAFT.pdf \(70 KB\)](#)

<b>Subject</b>	<b>8.4 Quarterly Board of Trustees Evaluation Results</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	8. New Business
Access	Public
Type	

## 9. Public Comment 2

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<b>Subject</b>	<b>9.1 Public Comment</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	9. Public Comment 2
Access	Public
Type	Procedural

Comments limited to no more than 5 minutes per person.

## 10. Executive Session

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<b>Subject</b>	<b>10.1 Executive Session</b>
Meeting	Sep 13, 2022 - Albany Public Library Board of Trustees Meeting
Category	10. 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;

**Subject** **10.2 Exit Executive Session**

Meeting Sep 13, 2022 - Albany Public Library Board of Trustees Meeting

Category 10. Executive Session

Access Public

Type Action

Recommended Action Motion to exit executive session.

## **11. Adjournment**

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**Subject** **11.1 Adjournment**

Meeting Sep 13, 2022 - Albany Public Library Board of Trustees Meeting

Category 11. Adjournment

Access Public

Type Action

Recommended Action Motion to adjourn.