

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
OF BETHLEHEM PUBLIC LIBRARY**

**January 10, 2005**

PRESENT      Paula Read  
                 Aaron Baldwin  
                 Rachel Baum  
                 Louise Kavanaugh  
                 Happy Scherer  
                 Michael Zalob  
                 Nancy L. Pieri, Director

GUESTS      Scott Lewis, Exec. Director, Bethlehem YMCA  
                 Ann McClain, Asst. to the Director, Bethlehem YMCA  
                 Deb Adler

PUBLIC PARTICIPATION

The Board welcomed guests to the meeting. Mr. Lewis introduced himself and his assistant, and expressed the Bethlehem YMCA's wish to form partnerships with community organizations like the library. The board expressed interest in cultivating a cooperative relationship; early suggestions included book donation site and read/return location. N. Pieri indicated that library staff are already in contact with Mr. Lewis.

In answer to H. Scherer's query re: public meeting space, Mr. Lewis stated that the Bethlehem YMCA will build a meeting space, but anticipated that YMCA programs would gradually limit availability to the public. Mr. Lewis also mentioned that the new North Albany YMCA facility will house a branch of Albany Public Library.

2004-05 AUDIT PRESENTATION

Library accountant Ray Preusser reviewed the report, which now follows the format for 501(c)3 organizations. Changes are as follows:

- Asset depreciation will be reported.
- Capital projects and operating budget will be merged.
- Various terminology changes will be instituted.

At the board's request, the auditor will restate the balance sheet, breaking out capital and operating funds. The auditor will also provide a letter clarifying the nature of undesignated funds (net assets). The board requested that this letter be posted on the website, with related publicity in the library column and newsletter.

The auditor declared the library's 10% fund balance, or "net assets," a "recommended good practice" and a reasonable amount. This balance protects the budget against unanticipated expenses and fluctuations, benefiting taxpayers. This assessment will also be stated in the auditor's letter.

A. Baldwin asked if there is a way to forecast this figure; Mr. Preusser said that a rough projection can be made in the last three months of the budget year.

#### MINUTES

The minutes of the Bethlehem Public Library Board of Trustees meeting of December 13, 2004 were unanimously approved as amended, upon a MOTION by A. Baldwin and a second by L. Kavanaugh.

#### FINANCIAL REPORT

1. Upon a MOTION by L. Kavanaugh with a second by M. Zalob, the board unanimously approved the Accounts Payable at \$49,411.23 for January.
2. Upon a MOTION by L. Kavanaugh with a second by M. Zalob, the board unanimously approved Manual Disbursements at \$466,841.39 for December.
3. Upon a MOTION by L. Kavanaugh with a second by M. Zalob, the board unanimously approved the Capital Project Fund at \$77,196.03 for December.
4. The total approved for the Financial Report was \$593,488.65.

M. Zalob asked for an explanation of the "gift fund" (restricted fund). This fund is the remainder of an endowment of \$250,000 received about 10 years ago, with interest to be used for adult business reference books and replacement of children's classics.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1 to December 31.

#### RESOLUTION

Upon a MOTION by L. Kavanaugh with a second by H. Scherer, the board unanimously authorized an increase of the 2004-05 fiscal year budget from \$3,657,700.00 to \$3,663,535.00. This increase reflects the need to make available funds totaling \$5,835.00. \$4,835.00 of this money was received as gifts for the Russell Memorial (October/December), which will be added to budget line #300 Adult Books, and \$1,000 was received as grant money from NYS (Republican money), which will be added to budget line #305 Adult Book Tapes.

Upon a MOTION by L. Kavanaugh with a second by M. Zalob, the board unanimously authorized the increase of the Capital Project Fund from \$2,048,661.75 to \$2,054,211.75. This increase reflects the need to make available funds totaling \$5,550.00. These funds were received as donations to the Landscape Project (\$5,125.00) and donations to the Clayton Memorial Bench (\$425.00). Both of these will be added to budget line # 245 Landscape Project.

#### PERSONNEL REPORT

The board noted the Personnel Report for December 1 to December 31.

#### DIRECTOR'S REPORT

The board noted the Director's Report.

- N. Pieri reported on the possibility of earmarking \$3,000 in the 2005-06 budget for an e-book subscription service. Guest D. Adler described the service as offered by the NY Public Library. Both screen and MP3 audio downloads are available.
- The director of Albany County Civil Service will meet with staff on January 18 at 10am and January 20 at 5:30pm.
- Louise Kavanaugh will represent the board at the January meeting of Friends of the Library.

#### OLD BUSINESS

1. L. Kavanaugh provided a Landscape Project update. She will solicit gardening volunteers at the January Friends meeting.

H. Scherer reported that invoices and wording forms have been sent to bench donors. Eight benches are paid for; nine will be shipped this week. Installation and a small dedication ceremony are planned for this spring.

Per J. Hathaway's recommendation (12/13/04) that benches be purchased in a variety of heights to accommodate patrons with different needs, N. Pieri reported that high benches must be custom-made; they are therefore prohibitive and will not be purchased. She is looking into the cost of child-size benches.

2. H. Scherer emphasized the need for consistency with regard to the public participation policy as currently written. Bylaws will be examined at a later date by an ad hoc committee.
3. IRS will not provide a kiosk for tax forms. Signs asking the public if provision of forms should be continued would most likely be ineffective. We will continue to provide a limited selection of IRS forms, as well as the binder of reproduceable forms.
4. The board concurred with R. Baum's suggestion that general e-mail access to the board be provided on the trustees' page of the library website. The board also concurred that board members be profiled in the *Spotlight* library column, and that there be a regular column in the newsletter written by a board member.

#### NEW BUSINESS

1. R. Baum submitted a report (attached) of the ad hoc Building and Grounds committee, and a draft RFP re: the 51 Borthwick property. Upon a MOTION by R. Baum with a second by H. Scherer, the board unanimously authorized expending up to \$3,000 to obtain RFPs from architects and engineers re: disposition of the house by means of options 2 and 3 of the report.
2. P. Read reported that the ad hoc Long Range Planning Committee met on December 27 and contacted Sara Dallas to do an information session about the Planning for Results model. Dallas will meet with the committee on January 20.
3. The board will examine N. Pieri's materials re: bylaws as discussed at the recent trustee retreat. It was agreed that any revisions be examined by A. Baldwin as the attorney on the board. It was agreed that the board petition packets should include the

ALTA Ethics Statement for Public Library Trustees and "Golden Rules for Library Trustees."

4. L. Kavanaugh recommended that we send representatives to the New York State Association of Library Boards (NYSALB) Institute. The library would cover registration costs.

UHLS REPORT

1. UHLS has received a special appropriation of \$4,000 from the State Legislature; this will be used to offset increased courier delivery costs incurred with the changeover to CD&L. N. Pieri noted that the new afternoon pickup has ramifications for staff work schedules.
2. NYS libraries will be audited for e-rate (FCC-mandated telecommunications rebates) compliance; the audit will most likely look at vendors rather than libraries.

At 9:20pm, upon a MOTION by Paula Read with a second by H. Scherer, the board adjourned to executive session to evaluate the performance of a particular person.

Upon a MOTION by H. Scherer with a second by R. Baum, the executive session adjourned at 9:45pm.

The next regular meeting will be held on Monday, February 14 at 7pm.

Prepared by

Cosigned by

Louise Grieco  
Public Information Specialist

Paula Read  
Board President