

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

**February 14, 2005**

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

GUESTS Jeanne Biggins  
Anne Johnson

PUBLIC PARTICIPATION

The Board welcomed Anne Johnson to the meeting. A UAlbany graduate student, Ms. Johnson sat in as part of a class project.

PRESENTATION: JEANNE BIGGINS, ASSISTANT DIRECTOR

The Assistant Director reviewed her job responsibilities and answered questions from the board regarding weekend and evening coverage, supervision, role of the collection development committee, and this year's goals.

MINUTES

The minutes of the Bethlehem Public Library Board of Trustees meeting of January 10, 2005 were unanimously approved as amended, upon a MOTION by J. Hathaway and a second by A. Baldwin.

FINANCIAL REPORT

1. Upon a MOTION by L. Kavanaugh with a second by A. Baldwin, the board unanimously approved the Accounts Payable at \$54,327.95 for February.
2. Upon a MOTION by L. Kavanaugh with a second by A. Baldwin, the board unanimously approved Manual Disbursements at \$173,512.50 for January.
3. Upon a MOTION by L. Kavanaugh with a second by A. Baldwin, the board unanimously approved the Capital Project Fund at \$13,180.00 for January.
4. The total approved for the Financial Report was \$241,020.45.

N. Pieri will provide an accounting of the remainder of the Capital Projects fund, to determine what money might be available for repairs to 51 Borthwick.

The Board asked for clarification of the monthly payment to BOCES. N. Pieri explained that this expenditure is for software, linkage, and administration of Finance Manager, a computer program that handles the library's paychecks, acquisitions and purchase order disbursements. N. Pieri vouched for the worth of this system; it

streamlines library bookkeeping, provides timely software updates, and offers good technical support.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-January 31.

#### RESOLUTIONS

Upon a MOTION by L. Kavanaugh with a second by A. Baldwin, the board unanimously authorized an increase of the 2004-05 fiscal year budget from \$3,663,535.00 to \$3,663,570.00. This increase reflects the need to make available funds totaling \$35.00. This money was received as a gift for the Russell Memorial Fund and will be added to budget line #300 Adult Books.

Upon a MOTION by L. Kavanaugh with a second by J. Hathaway, the board unanimously authorized the increase of the Capital Project Fund from \$2,054,211.75 to \$2,058,211.75. This increase reflects the need to make available funds totaling \$4,000.00 (benches). These funds were received as donations to the Landscape Project and will be added to budget line #245 Landscape Project.

#### PERSONNEL REPORT

There were no personnel changes during the period January 1-January 31.

#### DIRECTOR'S REPORT

The board noted the Director's Report.

- Change in library card policy (see attached) is an accommodation to parents vis a vis public computer time limitations regulated by automated signup.
- Bethlehem Public Library's cooperation with Guilderland Library's Crossgates Mall storytelling project has the goal of raising general awareness of public libraries' presence in the community. H. Scherer suggested we consider outreach to needy populations, as well.

#### UHLS REPORT

- R. Baum encouraged attendance at Lobby Day on March 15; N. Pieri will forward any forthcoming materials to the Board.
- R. Baum encouraged submission of nominations for the annual UHLS program, advocate and trustee awards.
- The UHLS annual meeting is scheduled for June 8.
- The UHLS 5% budget cut reflects the Governor's 5% cut in state aid to libraries.
- There has been only one application for the UHLS "pass-through" adult literacy grant (Wm. K. Sanford library in Colonie). It was suggested that Bethlehem Public Library does not have the target population for this grant.

#### OLD BUSINESS

1. L. Kavanaugh provided a Landscape Project update. The committee's next meeting is scheduled for February 23. The group will review a Progress Club design for the "showcase garden" near the parking

lot entrance. Staff member S. Black, a master gardener with Cornell Cooperative Extension, has volunteered to plan a children's butterfly garden. J. Hathaway advocated professional guidance to ensure overall cohesion. To that end, J. Hathaway MOVED, R. Baum seconded, to authorize up to \$1,000 from the Capital Fund for pre-planting review by CLAsite. Motion received unanimous approval.

2. R. Baum MOVED, J. Hathaway seconded, to accept the proposal of Cannon Design of Albany for a feasibility study to evaluate 51 Borthwick, minus the parking provision. Motion received unanimous approval.
3. H. Scherer MOVED, M. Zalob seconded, to allot up to \$3,000 to contract with SALS director Sara Dallas to facilitate a long-range-planning initiative on the Planning for Results model. Motion received unanimous approval. The board's goal is to begin this process within calendar year 2005.

#### NEW BUSINESS

1. Citing privacy and noise issues, N. Pieri requested and received permission to spend \$6,000 from the current equipment/furniture budget line for 2-sided wood shelving to serve as a divider between the new books section and the youth services information desk.
2. The Board reviewed the spreadsheet and draft newsletter format for the 2005-06 proposed library budget; approval was tabled until the March 14 meeting.
3. The draft budget letter (for the May/June newsletter) was reviewed and amended.
4. Plaza lights can be retrofit to increase brightness at \$80 per light. A dumpster will be hired for the purpose of clearing 51 Borthwick of extraneous shelving, furniture and equipment.
5. J. Hathaway MOVED, A. Baldwin seconded, to allot \$3,500.00 for Novus Engineering to design HVAC and acoustic improvements for the TV-18 studio. Motion received unanimous approval.
6. N. Pieri will request another letter from the auditor that explains the audit report's new format in layman's terms, so that we may better inform library patrons.
7. H. Scherer MOVED, R. Baum seconded, to accept Bethlehem Public Library's 2004 annual report to the State. The motion received unanimous approval.
8. H. Scherer MOVED, L. Kavanaugh seconded, to approve Bethlehem Public Library's library card policy as amended. The motion received unanimous approval.
9. Trustee nomination packets will be made available in mid-March. New material re: ethics and responsibilities will be added. A. Baldwin suggested we add some of this language to the oath. Three non-specific seats will be up for election this year; 62 signatures will be required on the petitions.
- 10 L. Kavanaugh reported that a Friends meeting is scheduled for February 16 to plan a Family Festival for May 21. Volunteers are urgently needed.
11. Author Chris Bojalian will be doing an author talk and book sale/signing on a weekday in September 2005. Board consensus was to allow the library to close at 5pm on that day, in order to

accommodate seating in the library proper; Community Room seating (cap. 100) is not sufficient for an author of this stature.

PUBLIC PARTICIPATION

The board noted Ms. Johnson's suggestions re: Bojalian program seating, landscape project supervision, and budget presentation.

At 9:35pm, upon a MOTION by M. Zalob with a second by R. Baum, the board adjourned to executive session to discuss collective bargaining.

Upon a MOTION by J. Hathaway with a second by Louise Kavanaugh, the executive session adjourned at 9:40pm.

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

Prepared by

Cosigned by

Louise Grieco  
Public Information Specialist

Paula Read  
Board President