

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

**January 9, 2006**

PRESENT Paula Read  
Aaron Baldwin  
Michael Zalob  
Penny Koberger  
Nancy L. Pieri, Director

EXCUSED Rachel Baum  
Happy Scherer

GUESTS Sandy Tabor  
Louise Grieco, Public Information Specialist  
Beverly Provost, Head of Youth Services

President Read called the meeting to order at 7:03 p.m. and recognized guests.

MANAGEMENT PRESENTATION

Beverly Provost presented a puppet show for the board. She also distributed a report on Youth Services librarians, who in 2005 answered over 18,000 queries, conducted 559 programs for 15,554 attendees and worked with a collection of more than 60,000 materials. P. Read commended the Youth Services staff for its good work.

MINUTES The Minutes of the Bethlehem Public Library Board of Trustees Meeting of December 12, 2005 were unanimously approved as presented, upon a MOTION by M. Zalob with a second by A. Baldwin.

FINANCIAL REPORT

1. Upon a MOTION by M. Zalob with a second by P. Koberger, the board unanimously approved the Accounts Payable at \$44,386.11 for January.
2. Upon a MOTION by M. Zalob with a second by P. Koberger, the board unanimously approved Manual Disbursements at \$272,107.77 for December.
3. The total approved for the Financial Report was \$316,493.88.

P. Koberger was appointed as Assistant Treasurer.

BANK ACCOUNT RECONCILIATION REPORT

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

RESOLUTION

Upon a MOTION by M. Zalob with a second by A. Baldwin, the board unanimously authorized an increase in the 2005-2006 fiscal year budget from \$3,736,400.50 to \$3,865,312.90. This increase reflects the need to make available \$128,912.40 received

from the close out of the Gift Fund Account. The funds will be added to the Capital Expenditure Budget Line #490 and used toward the purchase of the 53 Borthwick House.

### PERSONNEL REPORT

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

### DIRECTOR'S REPORT

The board noted the Director's Report.

### OLD BUSINESS

1. The board discussed dates for the New Planning for Results Committee meetings, which will be scheduled for Saturday, April 1, 2006 from 10:00 a.m. to 2:00 p.m. and Tuesday, April 25, 2006 from 5:00 p.m. to 9:00 p.m. The board received a list of community members to contact regarding these meetings. N. Pieri will provide the trustees with a summary of contact information and L. Grieco will draft a confirmation letter.
2. Three subcontractors will do an asbestos abatement walk-through at Annex 1 and Annex 2 before submitting bids. The board reviewed a memo from N. Pieri responding to questions of structurally moving Annex 2.
3. The board received a Novus Engineering proposal regarding improvements for the TV-18 Studio and Control Room. Proposed services include preparation of contract documents, consultations with contractors, onsite visits during construction and a final check of modifications for a cost not to exceed \$1,800.00, including expenses. A grant will provide partial funding for the studio project. Additional costs will be covered by funds from the Building Repair Budget Line #462. Upon a MOTION by A. Baldwin with a second by M. Zalob, the board unanimously approved expending up to \$1,800.00 for these services.
4. M. Zalob obtained copies of library utility bills from Business Manager Susan Britton and discussed estimated increases in usage and costs during the December board meeting. His estimates will be used as points of references for budgeting purposes and communicating with alternate energy suppliers.
5. M. Zalob reported on candidates for the current board vacancy. Applicants have received notice that the search process is active and ongoing. The search committee will continue accepting resumes in January and make a recommendation as soon as possible.

### NEW BUSINESS

1. Upon a MOTION by A. Baldwin with a second by P. Koburger, the board unanimously approved a Conflict of Interest Policy and New Vendor Recommendation Form, in accordance with standard advice from the library's auditors.
2. P. Read, N. Pieri and M. Zalob met to discuss a draft of the 2006-07 fiscal year budget, which M. Zalob presented at tonight's board meeting.

3. The board will study the proposal from Geoff Kirkpatrick, Head of Circulation and Technical Services, regarding Radio Frequency Identification (RFID) to track materials and allow self-checkout services. The topic will be on next month's agenda. N. Pieri provided an overview of labor savings in repetitive motion and processing of materials. N. Pieri will explore grant availability and arrange an RFID demonstration for the board as early as next month.

Upon a MOTION by A. Baldwin with a second by M. Zalob, the meeting adjourned at 9:10 p.m.

The next regular meeting will be held on Monday, February 13 at 7:00 p.m.

Prepared by

Kathrynn Zazarine  
Board Secretary

Co-Signed,

Paula Read  
Board President