

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

February 13, 2006

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

GUESTS John Sobiecki, Trustee Applicant
Jeanne Biggins, Assistant Director
Geoff Kirkpatrick, Head of Circulation and Technical Services
Louise Grieco, Public Information Specialist
Tom Loy, TechLogic

President Read called the meeting to order at 7:00 p.m. and recognized guests.

P. Read amended the agenda to reflect that the first order of business will be the appointment of a trustee applicant to fill the current vacancy on the board.

Upon a MOTION by M. Zalob with a second by R. Baum, the board unanimously appointed J. Sobiecki. P. Read administered the oath of office.

TECHNOLOGY DEMONSTRATION

Tom Loy, Engineering Consultant for TechLogic, conducted a power point presentation on Radio Frequency Identification (RFID). RFID enables libraries to offer patron self-service, automated material handling and inventory, and increased speed when checking materials in and out. G. Kirkpatrick discussed labor savings in repetitive motion and the cost of security tags, which must be of good quality for multiple uses.

The trustees expressed interest in continuing the discussion with G. Kirkpatrick at a future board meeting.

MINUTES The Minutes of the Bethlehem Public Library Board of Trustees Meeting of January 9, 2006 and the Special Meeting of January 19, 2006 were approved as amended, upon a MOTION by M. Zalob with a second by A. Baldwin. J. Sobiecki abstained.

FINANCIAL REPORT

1. Upon a MOTION by M. Zalob with a second by H. Scherer, the board approved the Accounts Payable at \$66,000.74 for February. J. Sobiecki abstained.
2. Upon a MOTION by M. Zalob with a second by H. Scherer, the board approved Manual

- Disbursements at \$374,164.93 for January. J. Sobiecki abstained.
3. Upon a MOTION by M. Zalob with a second by H. Scherer, the board approved the Capital Fund Project at \$97.49 for January
 4. The total approved for the Financial Report was \$440,263.16.

BANK ACCOUNT RECONCILIATION REPORT

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

RESOLUTION

Upon a MOTION by M. Zalob with a second by P. Koburger, the board unanimously authorized an increase in the 2005-2006 fiscal year budget from \$3,865,312.90 to \$3,868,554.90. The increase reflects the need to make available \$3,242.00 received from the State of New York as a grant for the TV Studio renovation. The funds will be added to the Building Repair Budget Line #462.

PERSONNEL REPORT

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

DIRECTOR'S REPORT

The board noted the Director's Report. A. Baldwin asked questions regarding the 2005 tax status of Annex 2 and forms for 2006, if any. N. Pieri will contact the Town Assessor for information regarding an appeals or grievance process. N. Pieri verified that Annex 2 is listed as "exempt" on the 2006 tax rolls at the assessor's office.

M. Zalob asked for confirmation that CO2 sensors were installed and the thermostat lowered. He thanked N. Pieri for the monthly comparison of gas and electricity use.

R. Baum inquired about a change in Youth Services outreach services. The board noted a letter regarding this change from a day care center. J. Biggins stated that the number of visits made by Youth Services librarians to some private centers and town summer recreational programs was being reduced, while services are being introduced in Clarksville and Glenmont.

UPPER HUDSON LIBRARY SYSTEM REPORT

Small, sealable bags have been developed to prevent loss in the courier delivery of compact discs and digital video discs. Use of the bags is voluntary for member libraries and does not affect eligibility for reimbursement of materials lost in transit.

UHLS encouraged member libraries to purchase additional titles of downloadable books, which are increasingly popular with patrons.

R. Baum announced the March 17, 2006 deadline for the following UHLS awards: Trustee of the Year, Program of the Year and Advocate of the Year.

H. Scherer asked if UHLS is exploring RFID technology for its members to achieve economy of scale. R. Baum will look into this matter.

OLD BUSINESS

1. The board discussed the potential membership of the New Planning for Results Committee. N. Pieri will send candidates a confirmation letter.
2. Asbestos removal began on Annex 2 last week and will begin on Annex 1 next week.
3. N. Pieri is awaiting word from a second contractor regarding the TV-18 Studio renovation. Novus Engineering is seeking another mechanical bid.
4. A community group proposed the addition of a satellite hook-up to televise a one-hour news and public affairs show from TV-18. The board concluded that extended programming from a satellite hook-up may be welcomed in the future but the library is not prepared for such an undertaking at this time. TV-18 welcomes the submission of tapes from Bethlehem residents for cable-casting.
5. The board reviewed a second draft of the 2006-07 fiscal year budget, asked questions, made comments, requested clarifications and considered add-alternates. Upon a MOTION by M. Zalob with a second by A. Baldwin, the board unanimously approved the budget as amended. N. Pieri will send the board a follow-up e-mail regarding the budget.

NEW BUSINESS

1. The Meeting Room Policy was tabled.
2. The Peer Group Review was tabled.
3. The board reviewed the 2006-2007 fiscal year budget letter and made suggestions. Additional feedback will be e-mailed to L. Grieco and the letter will be revised for the March board meeting.
4. N. Pieri circulated the 2006 Annual Report. Upon a MOTION by H. Scherer with a second by M. Zalob, the board unanimously accepted the report.
5. P. Read proposed a second trustee retreat, which will be scheduled after July 2006.
6. M. Zalob recommended a bigger notice by the entrance stating that cell phone use is prohibited in the library.

7. A trustee column including input from the board will be added to the *footnotes*.

Upon a MOTION by A. Baldwin with a second by M. Zalob, the meeting adjourned at 9:45 p.m.

The next regular meeting will be held on Monday, March 6 at 7:00 p.m.

Prepared by

Co-Signed,

Kathrynn Zazarine
Board Secretary

Paula Read
Board President