

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

**March 6, 2006**

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

EXCUSED John Sobiecki

GUESTS Jeanne Biggins, Assistant Director  
Bruce Bushart  
Joyce Chapdelaine  
Louise Grieco, Public Information Specialist  
Shirley Seyler

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

MINUTES The Minutes of the Bethlehem Public Library Board of Trustees Meeting of February 13, 2006 were unanimously approved as presented upon a MOTION by A. Baldwin with a second by H. Scherer.

FINANCIAL REPORT

1. Upon a MOTION by M. Zalob with a second by P. Koburger, the board unanimously approved the Accounts Payable at \$23,304.73 for March.
2. Upon a MOTION by M. Zalob with a second by P. Koburger, the board unanimously approved Manual Disbursements at \$189,890.71 for February.
3. The total approved for the Financial Report was \$213,195.44.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1 to February 28.

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 \$3,868,554.90 to \$3,869,804.90. The increase reflects the need to make available \$1,250.00 received from Upper Hudson Library System for a 2006 outreach mini-grant. The funds will be added to the Adult Book Line Budget Line #300.

## PERSONNEL REPORT

The board noted the Personnel Report for February 1 to February 28.

## DIRECTOR'S REPORT

The board noted the Director's Report.

## UPPER HUDSON LIBRARY SYSTEM (UHLS) REPORT

R. Baum announced that since the next UHLS meeting will be held on March 8, 2006, she had no report this month.

At last month's board meeting, H. Scherer asked if UHLS would explore Radio Frequency Identification (RFID) technology on behalf of its members to achieve economy of scale. R. Baum raised this question, which was forwarded to the UHLS Automation Committee. UHLS will host demonstrations of this technology for its member libraries.

## OLD BUSINESS

1. The board discussed the New Planning for Results Committee. H. Scherer noted that the Bethlehem Central School District is collaborating with the library in the appointment of a high school student to the committee. N. Pieri sent confirmation letters to candidates, who will be contacted by telephone shortly before the first meeting in April. Trustees will be on hand to welcome members.
2. The library is working with the Department of Labor to finalize the abatement process that began in February. The board discussed estimated costs as outlined in the December 2005 minutes.

The public will receive advance notice before the demolition of Annex 1 and the possible demolition of Annex 2.

3. N. Pieri reported on the necessity of removing a few trees on the property line shared by the library and a neighbor. A. Baldwin recommended that the library obtain a signed letter of agreement from the neighbor.
4. N. Pieri alerted the board to the fact that the library fence bordering the Butlin property is deteriorating and needs attention. A general discussion ensued regarding fencing along the library's borders. For consistency, the board agreed to the style of fence requested by the neighbor at 49 Borthwick Avenue.
5. Novus Engineering submitted a proposal regarding parts needed to complete control work in the TV-18 studio rehabilitation project.

6. The CO2 sensors have been installed and the thermostat reduced by two degrees.
7. The board reviewed and approved the 2006-07 budget newsletter as amended.

### NEW BUSINESS

1. The revised Meeting Room Policy was unanimously approved as presented upon a MOTION by H. Scherer with a second by A. Baldwin.
2. The Peer Group Review and staffing issues will be discussed at the next board retreat.
3. Landscaping will begin in the next few months. P. Koburger volunteered to head the Landscaping Committee.
4. The Personnel Committee will plan to meet regarding the director's annual evaluation.
5. The Nominating Committee will prepare for the annual trustee officer election, which will be held in July 2006.
6. A. Baldwin asked N. Pieri to look into the selection of movies at library pre-school programs.
7. The Friends of the Library are accepting scholarship applications from students other than the Friends' children.
8. The trustees volunteered to attend Friends of the Library meetings in rotation. The sign-up sheet will be updated for March 27 and May 22, 2006 meetings. The entire board is invited to attend the May annual meeting.
9. The New York State Associations of Library Board will conduct its annual trustee institute on May 5 and May 6, 2006. P. Read encouraged attendance.
10. N. Pieri and R. Baum encouraged attendance at the March 14<sup>th</sup> Library Advocacy Day event at the State Capitol.

### PUBLIC PARTICIPATION

S. Seyler commended the board on tonight's decisions regarding compatible fencing for a library neighbor and advance notice regarding Annex 1 and possible Annex 2 for the public. B. Bushart and J. Chapdelaine agreed these efforts will foster positive public relations. J. Chapdelaine added that she appreciated the library's friendly environment and involvement in the community.

### EXECUTIVE SESSION

Upon a MOTION by H. Scherer with a second by A. Baldwin, the board convened to Executive Session at 8:25 p.m. for the purpose of discussing

collective bargaining.

Upon a MOTION by A. Baldwin with a second by H. Scherer, the board adjourned from Executive Session at 9:02 p.m.

Discussion ensued regarding collective bargaining and its impact on the approved 2006-07 fiscal year budget.

Upon a MOTION by A. Baldwin with a second by R. Baum, the meeting adjourned at 9:35 p.m.

The next regular meeting will be held on Monday, April 10 at 7:00 p.m.

Prepared by

Co-Signed,

Kathrynn Zazarine  
Board Secretary

Paula Read  
Board President