

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 10 April 2006

PRESENT Aaron Baldwin
Rachel Baum
Penelope Koburger
Paula Read
Happy Scherer
John Sobiecki
Michael Zalob
Nancy Pieri, Director

GUESTS Jeanne Biggins, Assistant Director

President Read called the meeting to order at 7pm.

MINUTES

Minutes of the 6 March 2006 Trustees meeting were unanimously approved as amended on a MOTION by A. Baldwin with a second by R. Baum.

FINANCIAL REPORT

On a MOTION by M. Zalob with a second by H. Scherer, the board unanimously approved the Financial Statement dated 31 March 2006 (Accounts Payable for April \$58,570.50; Manual Disbursements for March \$181,043.14; Total \$239,613.64).

M. Zalob suggested the board anticipate shortfalls in utility budget; P. Koburger expressed need for continued discussion of energy-saving strategies. J. Sobiecki will look into NYSERDA energy audits.

The Board requested that the quarterly Financial Statement reflect percentages remaining, and that professional services encumbrances be itemized.

P. Read recommended that board members continue to review financial terminology and other questions with Susan Britton.

Trial balance sheet needs further development before it is useful. Its current format better serves private, rather than public, accounting processes.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31.

RESOLUTION

On a MOTION by M. Zalob with a second by H. Scherer, the board unanimously authorized an increase of the 2005-06 fiscal year budget from \$3,869,804.90 to \$3,872,894.90. This increase reflects the need to make available funds totaling \$3,090.00. \$2,820.00 of these funds were received as gifts to the Vivian Thorne Memorial Fund. These funds will be added to the furniture/equipment line (#460). \$270.00 of these funds were received from UHLS for the Kids Cooking grant and will be added to the special program line (#456).

PERSONNEL REPORT

The board noted the Personnel Report for March 1- 31.

DIRECTOR'S REPORT

The board noted the Director's Report. Per the suggestion of R. Baum, N. Pieri will investigate hiring an EBay broker to facilitate the sale of the surplus light fixtures.

N. Pieri will get firm quotes for a double-board fence replacement around the Butlin property and extending along the library's eastern lot line.

UPPER HUDSON LIBRARY SYSTEM REPORT

R. Baum, P. Koburger and P. Read will attend the New York Association of Library Boards (NYSALB) Trustee Institute on May 5. UHLS annual meeting and dinner will be held June 14; Jim Snack will be the guest speaker.

NEW BUSINESS

1. On a MOTION by H. Scherer with a second by A. Baldwin, the board unanimously approved the base bid (\$29,624) and add-alternate bid (\$14,500) of A-Ritz for the demolition of the houses on 51 and 53 Borthwick; total bid is \$44,124. This is the lowest responsible bid. A. Baldwin suggested earmarking funds left over from demolition and asbestos abatement for temporary landscaping beyond the filling and seeding included in the RFP. The Gardening Committee has expressed interest in working on these properties; P. Koburger will act as liaison.

The public will be informed via a *Spotlight* column (19 April) and a letter to the immediate neighbors.

Trees: Both the mulberry and the cedar will be removed per the RFP.

Garage: It is necessary to retain the garage for storage. N. Pieri will get an estimate for painting and cleanup; she will also obtain an estimate for longer-term repairs (new windows, etc.) J. Sobiecki suggested only short-term repairs at this time, until property use is finalized.

2. On a MOTION by A. Baldwin with a second by P. Koburger, N. Pieri was authorized to expend no more than \$1,700 to hire Moisture Barriers Inc. to repair the leak in the roof above the storage closet in the Story Room, and to ask Moisture Barriers Inc. for an opinion on the overall condition and remaining life of the entire roof.

3. The Gardening Committee has expressed an interest in improving the Delaware Avenue grounds with four-season specimen plantings.

OLD BUSINESS

(A. Baldwin excused himself from the meeting at this point.)

1. All 14 members of the board-selected community committee attended the initial Planning for Results meeting on 1 April. All contributed diligently to the process. Staff entered the process at a meeting on 6 April to evaluate the seven service responses selected by the community committee. N. Pieri provided a summary of those proceedings. The community committee will meet again on April 25 to review staff and board input, and make final service selections. The staff will then identify goals, objectives, activities and resources to implement service responses.

M. Zalob clarified the Planning for Results process as providing a community conscience to guide the board's long-range planning.

2. Work is proceeding on the TV-18 studio HVAC project.

PRESIDENT'S REPORT

Per the suggestion of P. Read, R. Baum will send acknowledgement to K. Zazarine for her years of service to the board, and to the family of Joyce Quay, who passed away last week.

Three nominating petition packets have been picked up.

Sara Dallas will be guest speaker at the Friends of Bethlehem Public Library annual meeting on 22 May, 7pm; board members were encouraged to attend.

On a MOTION by H. Scherer with a second by J. Sobiecki, the meeting adjourned at 8:40pm.

The next regular meeting of the board will be Monday May 15 at 6:30pm, when the proposed FY 2006-07 budget will be presented for public review.

Prepared by

Cosigned by

Louise Grieco
Board secretary *pro tem*

Paula Read
Board president