

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 15 May 2006

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

GUESTS Tamra Wright

Board was available to receive public comment on the proposed 2006-07 budget from 6:30-7pm. President Read thanked the treasurer for preparing the budget report.

President Read called the meeting to order at 7pm.

MINUTES

Minutes of the 10 April 2006 Trustees meeting were unanimously approved as written on a MOTION by M. Zalob with a second by R. Baum.

FINANCIAL REPORT

On a MOTION by M. Zalob with a second by P. Koburger, the board unanimously approved the Financial Statement dated 30 April 2006 (Manual Disbursements for April \$178,327.74; Accounts Payable for May \$42,682.93; Total \$221,010.67).

M. Zalob noted there is still a need to develop a budget reporting system that accommodates the library's financial management software.

A. Baldwin suggested that the board must better understand budget reallocations and adjustments in order to correctly explain these concepts to the public and maintain fiscal responsibility.

J. Sobiecki suggested that plans for reallocated funds might be part of future budget discussions.

N. Pieri anticipates that interest income will exceed budget estimate for 2006-07.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for April 1-30.

TRANSFERS

There were no budget transfers this month.

PERSONNEL REPORT

The board noted the Personnel Report for April 1-30.

DIRECTOR'S REPORT

The board noted the Director's Report. Re: energy matters, N. Pieri will continue to investigate window films. J. Sobiecki will pursue an energy audit. Federal and state grant monies are available and will be pursued as appropriate.

Re: staff reports from the PLA conference, R. Baum suggested a paragraph from attendees in September describing practices initiated as a result of conference attendance.

UPPER HUDSON LIBRARY SYSTEM REPORT

R. Baum, P. Koburger and P. Read attended the New York Association of Library Boards (NYSALB) Trustee Institute on May 5. Details are forthcoming re: trustee training on September 21, 4-8pm at the Clarion Hotel.

Re: RFID, UHLS will not be able to support umbrella funding for the consortium. H. Scherer suggested that adopting RFID would be impractical without consensus for use by the consortium's larger libraries. R. Baum will again approach the UHLS Automated Services Committee for their input concerning RFID.

R. Baum has been appointed chair of the nominating committee.

There is no information yet on the guidelines or deadlines for distribution of library construction monies as allocated in the new State budget.

OLD BUSINESS

1. *Planning For Results*: The community committee narrowed service responses down to five: commons,

learning support, cultural awareness, information literacy, and current topics and titles. Library staff will draft goals, objectives and activities to support these service responses for the board to review and approve; N. Pieri expects this draft will be produced by the end of the summer. She said the committee had produced a good working document from which to move forward.

2. *Fence:* Two estimates were presented. On a MOTION by A. Baldwin with a second by H. Scherer, the board unanimously approved AFSCO's construction bid in the amount of \$5,050 for cedar board-on-board to replace stockade fencing around the Butlin property and extending along the library's eastern lot line. Replacing the split-rail fencing on the west boundary will be decided at a later date.

3. *Landscaping:* P. Koburger reported that slate from Annex I lot was set aside for possible use along the west side of the building. Tentative plans for landscaping on the Delaware Avenue frontage take ongoing maintenance into account.

NEW BUSINESS

1. *Annex I garage:* J. Sobiecki has inspected the structure and reported that it is basically sound. The roof may need either repair or replacement. Ken LaBelle is soliciting quotes for painting and repair. N. Pieri will notify the board of further developments. On a MOTION by A. Baldwin with a second by H. Scherer, N. Pieri was authorized to hire at an amount not to exceed \$2,150. She will obtain separate estimates for roof repair.

2. Re: followup request by Bethlehem Neighbors for Peace that the library install a satellite dish to receive *Democracy Now* on TV-18, the board stood by their decision not to pursue the request at this time, per TV-18's Capital/Project Plan guidelines. TV-18 welcomes submission of tapes from Bethlehem residents for cablecasting.

3. A new personnel administrator hired to replace Kathy Zazarine will begin work on June 12, 2006. This is the library's first Civil Service hire.

4. Board members were encouraged to attend the annual meeting of Friends of the Library on May 22 at 7pm.
5. Staff Development Day on June 16 will be structured around the theme of communication and based on the Meyers-Briggs personality typing instrument. Board members were encouraged to stop by during the lunch break.
6. The CSEA memorandum of agreement was presented for review; this will be on the agenda for approval at the next board meeting.

PRESIDENT'S REPORT

P. Read appointed R. Baum and A. Baldwin to conduct the director's evaluation.

P. Read will appoint the nominating committee for board officers at the June meeting; officers will be elected at the July meeting.

On a MOTION by R. Baum with a second by P. Koburger, the meeting adjourned at 8:35 pm.

Prepared by

Cosigned by

Louise Grieco
Board secretary

Paula Read
Board president