

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

PRESENT Aaron Baldwin  
Penelope Koburger  
Paula Read  
John Sobiecki  
Tamra Wright  
Michael Zalob  
Nancy Pieri, Director

EXCUSED Rachel Baum

PUBLIC Susan Carvin Blassan (sic)

President Read called the meeting to order at 6pm.

#### OATHS OF OFFICE

President Read administered the oaths of office to incoming trustees J. Sobiecki and T. Wright. Each trustee reviewed and signed an Ethics Statement to be kept on file in the director's office.

#### ELECTION OF OFFICERS; COMMITTEE APPOINTMENTS

A. Baldwin presented the 2006-2007 slate of officers proposed by the Nominating Committee (A. Baldwin, M. Zalob). Nominees were: P. Read for President; A. Baldwin for Vice-President; R. Baum for Secretary and UHLS Representative; M. Zalob for Treasurer; T. Wright for Assistant Treasurer. Trustees unanimously approved the nominations as presented.

P. Read announced the 2006-2007 committee appointments: Building Committee will be a committee of the whole; Personnel Committee will be R. Baum and A. Baldwin.

#### MINUTES

On a MOTION by A. Baldwin with a second by J. Sobiecki, minutes of the June 12, 2006 meeting were unanimously approved as amended.

#### FINANCIAL REPORT

On a MOTION by M. Zalob with a second by P. Koburger, the board unanimously approved the Financial Statement dated 6/30/06 (Manual Disbursements for June \$292,001.18; Accounts Payable for July \$25,187.37; Capital Projects Fund hand-drawn checks for June \$1,490.30; Total \$318,678.85).

In response to an inquiry by A. Baldwin, N. Pieri explained that the Appropriation Status Report of 6/30/06 is the report of the complete fiscal year.

M. Zalob reaffirmed the necessary purpose of a fund balance.

## BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for June 1-30, 2006.

## TRANSFERS

On a MOTION by M. Zalob with a second by T. Wright, the board unanimously authorized end-of-year fund transfers between specified accounts for a total of \$237,291.40.

## PERSONNEL REPORT

The board noted the June 2006 Employee Changes.

## DIRECTOR'S REPORT

In response to an inquiry by A. Baldwin about the recent installation of a fence at six inches from the property line, J. Sobiecki explained that this distance was within building code.

M. Zalob noted in the Statistical Report the large number of interlibrary loans to Bethlehem patrons from other libraries, an advantage of belonging to UHLS.

A. Baldwin requested that the results of a national compensation survey conducted by the Department of Labor be made available to the board upon publication. The library was randomly selected to participate in this survey.

Trustees commended the library's partnership with the Chamber of Commerce for three fall workshops.

P. Read noted the gifts to all staff members from Friends of the Library.  
M. Zalob requested that trustees receive reminders of Friends meetings.

## UPPER HUDSON LIBRARY SYSTEM LIAISON REPORT

No report.

## OLD BUSINESS

P. Koburger reported that the landscape committee moved some shrubs to more favorable locations. Volunteers Ann Vandervoort and Priscilla Miller worked extensively on the perennial beds. N. Pieri reported that a paid temporary worker would assist with heavy labor landscape tasks which are beyond the scope of volunteers' duties.

Trustees will prepare an agenda for an August retreat.

## NEW BUSINESS

The proposed list of 2007 Holidays and Other Closings was amended as follows: Monday December 31 New Year's Eve Close at 3pm. On a MOTION by A. Baldwin with a second by J. Sobiecki, the board unanimously approved the 2007 Holidays and Other Closings as amended.

Approval of the 2007 Board Meetings schedule was deferred until the August meeting.

Approval of the 2006-07 Board Authorizations was deferred until the August meeting. The current auditors will be included in the Board Authorizations.

In response to an inquiry by T. Wright, N. Pieri will verify the current procedure for use of a facsimile signature on library checks, and the mailing/delivery schedule for hand-drawn checks approved by the board.

An increase in the bonding amounts for library staff will be determined.

P. Read and N. Pieri compiled a Board of Trustees Annual Events list as an aid for board members.

Trustees agreed to continue the annual National Education Week Wenzl lecture.

#### OTHER NEW BUSINESS

M. Zalob suggested the library offer assistance to flood-damaged libraries in New York State. Trustees considered donations of surplus furniture or withdrawn materials as options, or promotion of monetary donations through future fundraising campaigns within the library community.

It was noted that the proposed garage rehab project will make it suitable for dry storage.

Trustee manual updates will be distributed periodically; trustees will insert updates.

#### PRESIDENT'S REPORT

P. Read noted the level of accomplishment in the past fiscal year.

On a MOTION by M. Zalob with a second by A. Baldwin, the board meeting adjourned at 7:30pm.

Prepared by

Cosigned by

Jeanne Biggins  
Assistant Director

Paula Read  
Board president