

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 14 August 2006

PRESENT Aaron Baldwin
 Rachel Baum
 Penelope Koburger
 Paula Read
 Tamra Wright
 Michael Zalob
 Nancy Pieri, Director

EXCUSED John Sobiecki

President Read called the meeting to order at 7pm.

MINUTES

Minutes of the 10 July 2006 trustees meeting were unanimously approved as presented on a MOTION by A. Baldwin with a second by P. Koburger.

FINANCIAL REPORT

On a MOTION by M. Zalob with a second by T. Wright, the board unanimously approved the Financial Statement dated 31 July 2006 (Manual Disbursements for July \$201,182.14; Cash Disbursements/Accounts Payable for August \$63,457.71; Capital Projects Fund/Hand-Drawn Checks for July \$122.68; Total \$264,762.53).

M. Zalob reviewed the new budget line balance sheet. A comparison of budget rollovers for 2005-06 (\$1,102,000) and 2006-07 (\$1,157,000) suggest a tightly monitored budget. The board reviewed the rationale for this auditor-approved “fund balance,” which is to cover expenses (roughly \$1 million) in the first quarter of the fiscal year before the tax money arrives; the library is prohibited from borrowing money to cover these expenses.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for July 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for July 2006.

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DIRECTOR'S REPORT

The board noted the Director's Report.

Roof replacement

The board noted the proposal from Moisture Barriers for roof replacement (\$207,000). The contractor noted that at 25 years, our roof is well past its life expectancy (18 years). The board briefly discussed when and how to finance roof repair or replacement (operating budget or capital fund); the matter will be taken up again during 2007-08 budget preparation. The board will benefit from J. Sobiecki's advice re: other proposals, RFP, and technical advice.

Footnotes—new format

The board briefly considered the value of an augmented printed newsletter versus an online version.

NYLA flood relief

NYLA's goal is to raise \$1,000 for each of the 6 libraries affected by this summer's floods. The board noted that the Friends have made a generous contribution to the fund. Although the library cannot itself donate, individual library staff and trustees may do so.

Community room furniture

Accent Furniture has furnished a quote for audience chairs and tables for the community room. The board authorized N. Pieri to proceed with the purchase. The new setup default for this space will be an audience setup, to save time and labor for the maintenance staff.

UPPER HUDSON LIBRARY SYSTEM REPORT

R. Baum reported that in addition to increased construction grant monies (\$441,300), a Legislative grant of \$51,700 has been received. UHLS has decided to give a one-time 4% salary bonus to UHLS staff. The remaining money will be evenly distributed among system libraries. UHLS is recommending that it be used toward sending library staff to the 2006 NYLA conference in Saratoga this November.

R. Baum reported that Velocity Express has bought CD&L courier service; Velocity Express has promised to honor the remaining 1.5 years of UHLS's three-year contract.

OLD BUSINESS

Paula Read will attend the Friends meeting on Monday September 25.

NEW BUSINESS

2007 board meetings

On a motion by R. Baum with a second by M. Zalob, the board unanimously voted to accept the 2007 board meeting schedule. A change in start time to 6:30pm will begin in September.

2006-07 board authorizations

Acceptance of the 2006-07 board authorizations was deferred as the board considered whether to raise the bonding amounts. N. Pieri will research comparables and costs, including those of the Bethlehem school district.

Other new business

M. Zalob inquired as to feasibility of a color photocopier/printer for public use. N. Pieri has consulted with the Computer Services head on this matter; in our library there is little consumer demand for color printing.

PRESIDENT'S REPORT

There was no president's report this month. Errors in the trustee directory were corrected.

On a MOTION by A. Baldwin with a second by M. Zalob, the meeting adjourned at 8:25pm.

Prepared by

Cosigned by

Louise Grieco
Board secretary

Paula Read
Board president