

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 11 September 2006

PRESENT Aaron Baldwin
Rachel Baum
Paula Read
John Sobiecki
Tamra Wright
Michael Zalob
Nancy Pieri, Director

EXCUSED Penelope Koburger

President Read called the meeting to order at 6:30pm.

MINUTES

Minutes of the 14 August 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 T. Wright, the board unanimously approved the Financial Statement dated 31 August 2006 (Manual Disbursements for August \$495,252.59; Cash Disbursements/Accounts Payable for September \$39,219.98; Capital Projects Fund/Hand-Drawn Checks for August \$12.98; Total \$534,485.55).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for August 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for August 2006.

DIRECTOR'S REPORT

The board noted the Director's Report.

Bethlehem Garden Club

The board was delighted with the garden club's request to hold their plant sale on the Borthwick Avenue greenspace on 13 June 2007. N. Pieri reported that the group has the necessary insurance rider.

Storage

The Borthwick Avenue garage is currently being used to store out-of-season yard equipment. Storage space is still at a premium. Maintenance staff are considering building a loft in the mechanical room. R. Baum will provide the name of a local EBay broker for the old lights. The board briefly discussed using offsite storage again.

NYS Library construction grant

N. Pieri will solicit board approval for NYSERDA audit expenditure via email.

SmartWorks

N. Pieri summarized the nature of this professional volunteer resource brokered by Senior Services of Albany. The library has applied for a volunteer with marketing skills to assess the community's perception of the library's public information efforts and recommend future marketing practices.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

OLD BUSINESS

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

2006-07 board authorizations

Acceptance of the 2006-07 board authorizations was deferred. N. Pieri will clarify employee dishonesty coverage vs. bonding in an upcoming meeting with the Amsure representative.

Community Foundation

M. Zalob reiterated his concern that our investment return with the Foundation is low to non-existent. N. Pieri reviewed the history of this board-initiated membership. R. Baum suggested further promotion of its availability as a resource for potential donors to the library. N. Pieri will obtain examples of promotional materials from other members.

NEW BUSINESS

Planning for results/LRP

Goals and objectives have been set. Staff will contribute their ideas for activities that will help the library meet these goals and objectives. N. Pieri anticipates an enthusiastic staff response to this task. A second draft of the service planning document will be prepared for review at the next board meeting.

N. Pieri will draft and send an update letter to the community members who served on the initial planning committee.

PRESIDENT'S REPORT

P. Read reported a successful trustee retreat on 29 August and looks forward to another one in 6-7 months. She has a particular facilitator in mind for the next retreat.

In response to T. Wright's request for information about the 2002 community survey, N. Pieri will send the executive summary to all board members.

On a MOTION by A. Baldwin with a second by T. Wright, the board adjourned to executive session at 8:00pm to discuss the performance of a particular person.

On a MOTION by A. Baldwin with a second by John Sobiecki, the board meeting was adjourned at 8:29pm.

Prepared by

Cosigned by

Louise Grieco
Board secretary

Paula Read
Board president