

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday 10 October 2006

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

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

MINUTES

Minutes of the 11 September 2006 trustees meeting were unanimously approved as written 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 30 September 2006 (Manual Disbursements for September \$182,836.20; Cash Disbursements/Accounts Payable for October \$53,439.88; Capital Projects Fund/Hand-Drawn Checks for September \$201.49; Total \$236,477.57).

The first installment of tax revenues has been received and applied to expenses.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for September 1-30.

TRANSFERS

On a motion by M. Zalob with a second by T. Wright, the board authorized the increase of the 2006-2007 fiscal year budget from \$3,852,772 to \$3,853,862. This increase reflects the need to make available funds received as grants totaling \$1,090. These funds were received from two sources. \$729 was received from the Upper Hudson Library System as a supplemental aid grant and will be added to budget line #454 Travel/Conference. The other grant was for \$361 and was received from the NYS Education Department for the remainder of the HVAC renovation; this money was added to budget line #462 Building and Grounds Repairs.

PERSONNEL REPORT

The board noted the personnel report for September 2006. R. Baum will send a letter to Polly Hartman acknowledging her many years of service.

DIRECTOR'S REPORT

The board noted the Director's Report.

UPPER HUDSON LIBRARY SYSTEM REPORT

Beginning in November 2006, P. Read will assume R. Baum's duties as UHLS liaison during R. Baum's term as NYLA president (one year).

New York State libraries will adopt the national Summer Reading Program in 2007, providing consistency and continuity for families who may travel or move to other states.

The four library systems currently using CD&L courier service agreed that CD&L will not be paid for materials lost, damaged or stolen. The libraries have been reimbursed for their losses; Bethlehem Public Library was reimbursed \$2,404.46. Our library currently processes 12-20 bins of interlibrary loan materials per day.

OLD BUSINESS

2006-07 board authorizations

On a motion by A. Baldwin with a second by T. Wright, the board approved the 2006-07 "Board Authorizations" document as amended. Director and Fiscal Assistant will be bonded for \$1,000,000 (\$50 annual increase in premium); Staff Assistant and Messengers will be bonded for \$35,000.

Plan of Service draft

The board reviewed the draft "Planning for Results" plan of service.

R. Baum noted current staff and budget allocations would satisfy most of the plan's goals and objectives. A. Baldwin recommended the final document be posted on the website, with copies sent to members of the original community committee. M. Zalob expressed concern that the plan might overburden staff, and noted that the board is ultimately accountable for the plan's success. J. Sobiecki noted that much of the plan only broadens what

the library already offers; publicity should reflect this. J. Sobiecki also suggested that student pages have a distinct perspective on library service; their input should be solicited. With regard to the "commons" goal, P. Koburger cautioned that opportunities for face-to-face dialogue not be slighted in favor of online discourse. P. Koburger also noted that the stated objectives were challenging; quality of service should be emphasized above raw numbers.

N. Pieri noted the board's concerns and recommendations; the document will be redrafted and presented to the board for approval in November. The board expressed thanks to library staff for their energy and level of participation.

Special board meeting

The board will convene a special meeting in January, open to the public, to give the board an opportunity to discuss and propose additional long-range plans.

Staff presentations

At the board's request, N. Pieri will provide a new schedule of staff presentations for 2007, which will highlight selected grants and services. R. Baum suggested that staff as well as department heads be invited to speak, particularly grant or project leaders.

NEW BUSINESS

Harassment Policy

On a motion by A. Baldwin with a second by M. Zalob, the board approved the Harassment Policy as revised by recommendation of the library attorney. The policy will be reviewed in staff workshops scheduled on October 23.

NYSERDA energy audit

J. Sobiecki described how the audit and analysis (in terms of payback over time for improvements) would proceed. Library expenditure for this service will be half the total cost; the rest will be paid by NYSEERDA. Our portion will be paid out of professional services; the board authorized the final figures via email.

Alternate vendor for natural gas

Because gas prices are volatile and savings minimal, the board agreed not to proceed with this option.

Other new business

N. Pieri distributed copies of the CSEA contract for 1 July 2006 - 30 June 2009, ratified this summer.

PRESIDENT'S REPORT

P. Read attended the September Friends meeting and commented on the group's energy and enthusiasm. R. Baum will send a letter to the Friends expressing appreciation for their generosity to the library.

On a MOTION by R. Baum with a second by M. Zalob, the board meeting was adjourned at 8:30pm.

Prepared by

Cosigned by

Louise Grieco
Board secretary

Paula Read
Board president