

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 13 November 2006

PRESENT Rachel Baum
Penelope Koburger
Paula Read
John Sobiecki
Michael Zalob
Nancy Pieri, Director

EXCUSED Aaron Baldwin

ABSENT Tamra Wright

President Read called the meeting to order at 6:35pm.

MINUTES

Minutes of the 10 October 2006 trustees meeting were unanimously approved as amended on a MOTION by P. Koburger with a second by J. Sobiecki.

FINANCIAL REPORT

On a MOTION by M. Zalob with a second by P. Koburger, the board unanimously approved the Financial Statement dated 31 October 2006 (Manual Disbursements for October \$181,831.72; Cash Disbursements/Accounts Payable for November \$47,432.67; Capital Projects Fund/Hand-Drawn Checks for October \$1,000; Total \$230,264.39).

Tax revenues continue to be received and applied to expenses.

M. Zalob stated for the record his appreciation for the aid and expertise of fiscal assistant Susan Britton.

AUDIT REPORT

Allan Walther of Dorfman-Robbie reviewed the draft audit letters and financial statements for Bethlehem Public Library. The drafts noted change in reporting format from nonprofit to government organization. There were no significant audit adjustments. N. Pieri and fiscal assistant S. Britton will meet with Mr. Walther to discuss details of the draft. The board reiterated its desire for transparency of reporting and clarity of language.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for October 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for October 2006.

DIRECTOR'S REPORT

The board noted the Director's Report. The library will be unable to apply for LSTA grant money this year. R. Baum will call Janet Welch at the Division of Library Development to discuss the challenges facing school district libraries in applying for this grant.

J. Sobiecki will inspect the proposed window film product.

P. Koburger asked if breadth of use could be determined from circulation figures for recorded books; N. Pieri will investigate.

UPPER HUDSON LIBRARY SYSTEM REPORT

P. Read reported praise for the Automated Services committee, concerns about the LSTA construction grant deadline, and initial discussion about The Big Read grant.

OLD BUSINESS

Plan of Service draft

The board reviewed the second draft "Planning for Results" plan of service. P. Read distinguished between the contents of this document and issues to be discussed at the board's facilities planning meeting in January. N. Pieri noted the board's further recommendations. Email comment will be solicited from A. Baldwin and T. Wright. The document will be redrafted and presented to the board for approval in December.

NEW BUSINESS

No new business was discussed.

PRESIDENT'S REPORT

P. Read reported on a NYLA program she attended about endowments.

On a MOTION by R. Baum with a second by P. Koburger, the board meeting was adjourned at 9pm.

Prepared by

Cosigned by

Louise Grieco
Board secretary

Paula Read
Board president