

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

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

EXCUSED Rachel Baum, Tamra Wright

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

MINUTES

Minutes of the 13 November 2006 trustees meeting were unanimously approved as amended on a MOTION by Michael Zalob 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 30 November 2006 (Manual Disbursements for November \$212,065.14; Cash Disbursements/Accounts Payable for December \$52,785.54; Capital Projects Fund/Hand-Drawn Checks for November -0--; Total \$264,850.68).

M. Zalob commended Fiscal Assistant S. Britton for her excellent investment program.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30.

TRANSFERS

On a MOTION by Michael Zalob with a second by P. Koburger, the board authorized the increase of the 2006-2007 fiscal year budget from \$3,853,862.00 to \$3,854,612.00. This increase reflects the need to make available funds received as a grant totaling \$750.00. These funds were received from the Upper Hudson Library System as an LSTA grant and will be added to budget line #456-Special Programs.

PERSONNEL REPORT

The board noted the personnel report for November 2006.

DIRECTOR'S REPORT

The board noted the Director's Report. M. Zalob recommended that TV-18 cablecasts of Bethlehem Central High School's production of *Twelfth Night* be publicized on the electronic message board. P. Read will send a card to retiring youth services librarian P. Hartman on behalf of the board, recognizing her many years of service.

N. Pieri reported that because we are in the midst of debt service payments for the renovation bond, title to both the original land and the building reverts to the school board. After the debt is paid, the library board will formally appeal to the school board for the title to both land and building. Title to the recently acquired 51-53 Borthwick properties is held by the library outright. Bonds funded by the NYS Dormitory Authority do not involve title transfers.

N. Pieri explained that adjustments to employee health coverage for 2007 mean significant reductions of the library's premium and the staff contribution rate.

P. Koburger questioned why the library's monthly gas consumption has increased this year, despite warmer weather. J. Sobiecki suggested that the upcoming energy audit may clarify the question; N. Pieri will check with Johnson Controls.

N. Pieri will use the Furniture and Equipment line to purchase an upgrade to the Community Room sound system from Dalbec Sound Systems at a cost of \$9,407. The new system will include a ceiling-mounted LCD projector and an equipment rack; the existing projection screen is of good quality and does not need replacement.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report. Next meeting is Wednesday December 13.

OLD BUSINESS

Plan of Service draft

On a MOTION by M. Zalob with a second by A. Baldwin, the board unanimously approved Draft #3 of the proposed Plan of Service based on the Planning for Results model. Copies of the final version will be distributed to the Community Committee and the board, and will be available

for viewing in the library and on the library website. Appropriate publicity will be generated.

Audit

M. Zalob and N. Pieri will hold a meeting with Alan Walther of Dorfman-Robbie to clarify procedures re: end-of-year reallocations and revisit the question of nonprofit vs. governmental reporting format.

NEW BUSINESS

N. Pieri brought a sample of the interior storm window offered by WindowTherm. This treatment would be applied to selected staff areas and clerestory windows only. N. Pieri will continue to investigate other products.

PRESIDENT'S REPORT

P. Read expressed appreciation for the schedule of upcoming staff presentations to the board.

On a MOTION by A. Baldwin with a second by P. Koburger, the board meeting was adjourned at 8:05pm.

Prepared by

Cosigned by

Louise Grieco
Board secretary

Paula Read
Board president