

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday 16 January 2007

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

GUEST Michael Farley

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

STAFF PRESENTATION

Adult Services librarian Michael Farley described his professional duties and answered questions from boardmembers.

MINUTES

Minutes of the 11 December 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 31 December 2006 (Manual Disbursements for December \$468,417.92; Cash Disbursements/Accounts Payable for January \$53,763.03; Capital Projects Fund/Hand-Drawn Checks for December -0-; Total \$552,180.95).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for December 2006.

DIRECTOR'S REPORT

The board noted the Director's Report. Draft audit report from Dorfman-Robbie was distributed. Acceptance was tabled until the February meeting, pending board review. N. Pieri reported that meetings with Alan Walther of Dorfman-Robbie resulted in a resolution of all questions and acceptance of the library's designation as a government organization for audit purposes. M. Zalob explained that end-of-year balances will either be encumbered or placed in an

unreserved fund balance. Going forward, a resolution will be required for expenditure of fund balance monies.

The board commended the new checkout-desk book displays, as well as the new BookLetters service.

UPPER HUDSON LIBRARY SYSTEM REPORT

The December meeting centered on distribution of this year's federal construction grant money and passage of the \$2 million UHLS budget for 2007. The January meeting reviewed the Division of Library Development's rigorous grant oversight and finalized rental agreements in UHLS' Essex Street facility.

The UHLS annual dinner will be held on 13 June 2007.

OLD BUSINESS

Audit

See DIRECTOR'S REPORT.

Other old business

The personnel committee has completed the director's evaluation; goals have been set for the coming year. N. Pieri was congratulated on her excellent performance.

M. Zalob visited the Good Samaritan Assisted Living Center; this facility installed WindowTherm interior storm windows three years ago. The maintenance staffperson on duty praised the product, citing 15-20% savings over three years. On inspection, M. Zalob found no light loss and no visibility problems.

NEW BUSINESS

Borthwick lawn—use policy discussion

The Bethlehem Art Association has made an inquiry re: use of the Borthwick lawn for an art sale. A. Baldwin suggested the board determine use of this property on a discretionary ad hoc basis for a year. Concerns included custodial issues, parking, liability, individualized vs. organizational use, profit vs. nonprofit use, and wear and tear on the property. The board will convey further thoughts and suggestions to N. Pieri via email after reviewing the existing meeting room policy.

Preliminary 2007-08 budget discussion

Definition and presentation of "balance on hand" and "appropriated fund balance" was discussed. The final budget proposal will be prepared for approval at the February board meeting.

Other new business

R. Baum asked that board members bring the suggestion box compilation and the 2007-09 Plan of Service to the special facilities meeting on January 22 at 6pm.

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NYLA Lobby Day is Tuesday March 13; R. Baum will email information about the PAC "New Yorkers for Better Libraries" fundraiser scheduled for the evening prior to Lobby Day.

PRESIDENT'S REPORT

P. Read recognized board members who attended the staff luncheon on January 11; she enjoyed her conversations with staff members.

On a MOTION by M. Zalob with a second by R. Baum, the meeting was adjourned at 8:50 pm.

Prepared by Cosigned by

Louise Grieco Paula Read
Board secretary Board president