

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 12 February 2007

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

GUEST Laura Jarvis

EXCUSED Rachel Baum

President Read called the meeting to order at 6:33pm.

STAFF PRESENTATION

Youth Services librarian Laura Jarvis gave a Powerpoint presentation about library events and activities for *Kids Cookin' By the Book: Food, Families, Libraries and Literacy*. This was a 2-year grant program supported by federal LSTA funds awarded to the NYS Library by the Institute of Museum and Library Services and distributed by UHLS. The program was open to all elementary schools in the Bethlehem school district; St. Thomas school was the only participant. The program established a productive working relationship with teachers and students from St. Thomas school.

MINUTES

Minutes of the 16 January 2007 trustees meeting were unanimously approved as written on a MOTION by A. Baldwin with a second by J. Sobiecki.

Minutes of the facilities planning meeting on January 22 were unanimously approved on a MOTION by A. Baldwin with a second by T. Wright.

FINANCIAL REPORT

On a MOTION by M. Zalob with a second by T. Wright, the board unanimously approved the Financial Statement dated 31 January 2007 (Manual Disbursements for January \$192,221.39; Cash Disbursements/Accounts Payable for February \$59,620.85; Capital Projects Fund/Hand-Drawn Checks for January – 0--; Total \$251,842.24).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-31, 2007.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for January 2007.

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DIRECTOR'S REPORT

The board noted the Director's Report.

UPPER HUDSON LIBRARY SYSTEM REPORT

The next meeting will be held Wednesday 14 February.

OLD BUSINESS

Audit

On a MOTION by A. Baldwin with a second by P. Koburger, the board unanimously approved the auditors' final report for 2006.

2007-08 proposed budget

The 2007-08 proposed budget was accepted on a MOTION by M. Zalob with a second by T. Wright. The board reviewed drafts of the budget format and trustee letter prepared for the May/June newsletter. Suggestions will be incorporated and final drafts will be reviewed at the March board meeting.

Borthwick lawn use policy

Draft guidelines were reviewed. Consensus was to apply the guidelines and allow use of the lawn on a trial basis this year.

NEW BUSINESS

Annual Report for Public and Association Libraries

N. Pieri presented this report, which she prepares and files annually with the State. On a MOTION by M. Zalob with a second by P. Koburger, the board unanimously approved the Annual Report for Public and Association Libraries 2006.

PRESIDENT'S REPORT

There was no president's report.

On a MOTION by A. Baldwin with a second by M. Zalob, the meeting was adjourned at 8:30 pm.

Prepared by C
Signed by

Louise Grieco
Paula Read
Board secretary Board president