

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 14 May 2007

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

GUESTS John Love (staff presentation)
Yolanda Caldwell

Trustees were available from 6-6:30pm for public comment on the proposed 2007-08 budget. President Read called the regular meeting to order at 6:30pm.

STAFF PRESENTATION

John Love of the Information Technology department gave a presentation about the library's public and staff computer networks, including information on system development history, installation of upgrades and wireless service, security protocols, and future technology needs for the library.

MINUTES

Minutes of the 9 April 2007 trustees meeting were approved as written, on a MOTION by R. Baum with a second by A. Baldwin.

FINANCIAL REPORT

On a MOTION by M. Zalob with a second by T. Wright, the board approved the Financial Statement dated 30 April 2007 (Manual Disbursements for April \$183,313.77; Cash Disbursements/Accounts Payable for May \$57,346.25; Capital Projects Fund/Hand-Drawn Checks for April --; Total \$240,660.02).

M. Zalob noted that revenues for the current fiscal year are more than anticipated, especially from interest on investments.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for April 1-30, 2007.

BUDGET INCREASE RESOLUTION

On a MOTION by Michael Zalob with a second by T. Wright, the board authorized to increase the 2006-07 fiscal year budget from \$3,855,212 to \$3,856,067.05. This increase reflects receipt of funds totaling \$855.05 from two sources:

- \$300.50 from the Upper Hudson Library System as part of the "Kids Cookin' By the Book" grant; this money will be added to budget line #456 Special Programs.

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- \$554.55 (\$654.55 less \$100 deductible) from Amsure Associates for insurance recovery resulting from the van claim; this money will be added to budget line #452 Insurance.

TRANSFERS

On a MOTION by Michael Zalob with a second by T. Wright, the board authorized the transfer of funds as follows:

- \$2,016.77 transferred from A7410-320 Gif Fund Purchases to A7410-300 Adult Books

- \$1,344.52 from A7410-320 Gift Fund Purchases to A7410-350 Youth Books

This transfer reflects interest accrued on the discontinued Gift Fund budget line.

PERSONNEL REPORT

The board noted the personnel report for April 2007.

DIRECTOR'S REPORT

The board noted the Director's Report.

- Sale of the console piano was tabled until the next meeting.
- Staff Development Day is Friday 15 June.
- NYSERDA's energy auditor suggested that the library rebid the current HVAC contract (Johnson Controls) when it expires.
- The library will apply for NYS construction grant monies to help finance roof replacement; this would be a matching grant.
- The library will apply for UHLS grant monies to help finance new automatic doors.
- N. Pieri will attend a June workshop on construction grant application logistics.
- N. Pieri held a meeting with representatives from Albany County Civil Service to discuss areas of concern: timeliness of response, cluttered lists, and inappropriate referrals by Civil Service staff.

UPPER HUDSON LIBRARY SYSTEM REPORT

- Negotiations are underway for a new courier service.
- Libraries' deadline for NYS construction grant is early August 2007, to allow review by UHLS before the final deadline in September.
- Riverway Storytelling Festival 2007 was a success.
- UHLS is looking for ways to streamline criteria and application process for various UHLS annual awards (Trustee of the Year, Volunteer of the Year, etc.)

OLD BUSINESS

A. Baldwin asked that the board review the four subcommittee reports before the special facilities meeting on June 4; please bring copies to that meeting. R. Baum proposed a target date of September for publication of the board's final long-range plan.

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NEW BUSINESS

There was no new business.

PRESIDENT'S REPORT

Former board member and long-time library advocate Joyce Strand passed away last month. The board will honor her with a memorial book commemorating her skill in needlework. R. Baum will send condolences on behalf of the board to Peter Strand.

Tally on budget/trustee election begins at 9pm Tuesday May 15; board members were invited to be present.

R. Baum will offer brief remarks at the Friends annual meeting on May 30, 7pm.

On a MOTION by A. Baldwin with a second by R. Baum, the meeting was adjourned at 7:30pm.

Prepared by Cosigned by

Louise Grieco Paula Read
Board secretary Board president