

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 16 July 2007

PRESENT Aaron Baldwin  
Rachel Baum  
Yolanda Caldwell  
Penny Koburger  
Paula Read  
John Sobiecki  
Nancy Pieri, Director

EXCUSED Tamra Wright

GUEST Sam Caldwell

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

OATH OF OFFICE

P. Read administered the oath of office to new trustee Yolanda Caldwell.

OFFICERS AND COMMITTEES

On a MOTION by Penny Koburger with a second by John Sobiecki, the board adopted the following slate of officers for 2007-08: president—P. Read; vice-president—A. Baldwin; treasurer—T. Wright; assistant treasurer—P. Koburger; secretary—R. Baum.

P. Read appointed the following committees: personnel—R. Baum, A. Baldwin; finance—T. Wright, P. Koburger; building and grounds—committee of the whole.

On a MOTION by P. Koburger with a second by A. Baldwin, M. Zalob was confirmed as UHLS representative, pending approval by UHLS board. The appointment was made in accordance with UHLS bylaws, which permit a former trustee to serve on a board committee if appointed before the end of his/her term of office. M. Zalob's appointment and acceptance were accomplished via email exchange before July 1, 2007.

PUBLIC PARTICIPATION

Trustees welcomed Sam Caldwell to the board meeting.

STAFF PRESENTATION

Louise Grieco outlined the duties of Public Information Specialist.

MINUTES

Minutes of the 11 June 2007 trustees meeting were approved as written, on a MOTION by A. Baldwin with a second by R. Baum.

page 1 of 3

FINANCIAL REPORT

On a MOTION by P. Koburger with a second by A. Baldwin, the board approved the Financial Statement dated 30 June 2007 (Manual Disbursements for June \$289,593.39; Cash Disbursements/Accounts Payable for May \$64,201.86; Capital Projects Fund/Hand-Drawn Checks for June \$2,421.74; Total \$356,216.99).

N. Pieri will verify amount left in fund balance.

## BANK ACCOUNT RECONCILIATION REPORT

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

## BUDGET INCREASE RESOLUTION

On a MOTION by P. Koburger with a second by R. Baum, the board authorized the increase of the remaining 2006-2007 fiscal year capital project budget from \$8,052.35 to \$19,637.57. This increase reflects the need to make available funds totaling \$11,585.22—\$1,300 received as donations to the landscape project and \$10,285.22 received as interest on the account.

## TRANSFERS

On a MOTION by P. Koburger with a second by R. Baum, the board authorized end-of-fiscal-year transfers of funds totaling \$48,660.50.

On a MOTION by P. Koburger with a second by R. Baum, the board authorized the establishment of a retroactive (to 30 June 2007) Reserve Fund to transfer funds from the general account into two specific reserve accounts. \$848,036.66 will be transferred to the Capital Expenditure Reserve account and \$10,550.59 will be transferred to the Reserve for NYS Unemployment account.

## PERSONNEL REPORT

The board noted the personnel report for May 2007.

## DIRECTOR'S REPORT

The board noted the Director's Report.

### UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

## OLD BUSINESS

- On a MOTION by A. Baldwin with a second by J. Sobiecki, the board formally confirmed a previous email authorization for the director to accept the proposal of architects Sacco and McKinney for the roof replacement project in the amount of \$33,760, to be paid from professional services. The architect will submit documents to NYSED by July 20 for approval as part of the LSTA grant application.

page 2 of 3

- On a MOTION by A. Baldwin with a second by J. Sobiecki, the board authorized the director to sign a contract with architects Sacco and McKinney, pending approval by library Counsel.
- On a MOTION by A. Baldwin with a second by Y. Caldwell, the board authorized payment not to exceed \$1,000 for auditor assistance with recently purchased fixed asset tracking software.

## NEW BUSINESS

- On a MOTION by A. Baldwin with a second by R. Baum, the board authorized the director to accept the proposal from CLAsite for conceptual design work on the parking lot expansion/property use project, in the amount of \$5,850 to be paid from professional services. N. Pieri will request an update and consolidation of the property survey, and arrange for the board to meet with CLAsite in October to further discuss the project.
- On a MOTION by J. Sobiecki with a second by Y. Caldwell, the board, in compliance with its obligations under the State Environmental Quality Review Act (SEQRA), resolved that the roof replacement project is a "routine activity of an educational institution" and has no significant impact on the environment.
- The board noted the draft 2008 holiday/closing list.
- On a MOTION by R. Baum with a second by A. Baldwin, the board approved the statement of board authorizations as written.
- The board agreed to meet in August, as scheduled.
- P. Read has signed an application for an LSTA construction grant to replace the outer electronic doors

- at the plaza entrance. Installed in 1987, the current doors have required repeated service.
- N. Pieri met with representatives of Novus Engineering and Johnson Controls re: HVAC efficiency and high gas consumption. She will follow up on progress toward implementation of corrective strategies.
  - An orientation workshop for new trustees is scheduled for 20 September at the Wolf Road Marriott.

#### PRESIDENT'S REPORT

P. Read welcomed Y. Caldwell to the board.

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

Prepared by C  
Signed by

Louise Grieco Paula Read  
Board secretary Board president