

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 13 August 2007

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

EXCUSED Tamra Wright  
John Sobiecki

President Read called the meeting to order at 6:30pm.

STAFF PRESENTATION

The presentation by Mary Trev Thomas, head of circulation/technical services, will be rescheduled.

MINUTES

Minutes of the 16 July 2007 trustees meeting were approved as written, on a MOTION by A. Baldwin with a second by R. Baum.

FINANCIAL REPORT

On a MOTION by P. Koburger with a second by A. Baldwin, the board approved the Financial Statement dated 31 July 2007 (Manual Disbursements for July \$197,293.27; Cash Disbursements/Accounts Payable August \$58,759.82; Capital Projects Fund/Hand-Drawn Checks for July \$321.38; Total \$256,374.47).

BANK ACCOUNT RECONCILIATION REPORT

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

BUDGET INCREASE RESOLUTION

There were no resolutions.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for June 2007.

DIRECTOR'S REPORT

The board noted the Director's Report. N. Pieri clarified the reference to the teaching station at the information desk; two linked computers will be used for coaching patrons on how to make room reservations and download audiobooks. *page 1 of 2*

The board extended appreciation and thanks for the following: upcoming NYLA conference attendance (staff); museum pass program (staff); Casey Award nomination (J. Biggins); utilities consumption efforts (N. Pieri); Bethlehem Art Association liaison (P. Koburger).

UPPER HUDSON LIBRARY SYSTEM REPORT

- Nominations have been tabled until the next meeting.
- M. Zalob's appointment as liaison to UHLS board is still pending.
- Registration deadline for trustee workshop is September 1. P. Read will attend the building and renovation session; Y. Caldwell will attend the fiscal responsibilities session.

- UHLS office space renovation is proceeding as planned.
- Construction grant funds will be divided by the number of participating libraries.
- In light of upcoming local elections, trustees should review meeting room policies.

#### OLD BUSINESS

- N. Pieri met with Johnson Controls principals last week to discuss ongoing gas consumption concerns. Triple-cell shades have been installed in the workroom, and will be installed in the administrative offices at the rear of the building.

#### NEW BUSINESS

- On a MOTION by A. Baldwin with a second by P. Koburger, the board approved the NYS Division of Library Development construction grant application for the library roof as prepared by N. Pieri. Trustees and director extended thanks to J. Sobiecki for his advice and assistance.
- N. Pieri received an estimate for a property survey update in the amount of \$2,000-\$2,500. Approval was tabled until the September board meeting. Site designer P. Loyola will meet with the board in October.
- The next facilities planning meeting is September 5 at 6pm. Y. Caldwell will serve on the grounds subcommittee.
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#### PRESIDENT'S REPORT

There was no report.

On a MOTION by Y. Caldwell with a second by P. Koburger, the meeting was adjourned at 7:30pm.

Prepared by Cosigned by

Louise Grieco Paula Read  
Board secretary Board president