

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 10 September 2007

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

EXCUSED Aaron Baldwin

President Read called the meeting to order at 6:34pm.

STAFF PRESENTATIONS

Christine McGinty, Youth Services Department Head

Christine praised her young, energetic staff. Her report highlighted the summer reading program, its teen volunteers, record numbers of participants, and successful online component. Other highlights:

- a third fall storytime session is necessary for the youngest age group
- the former Mother-Daughter book discussion, renamed BookShare, has been expanded to include sons, fathers, and other caregivers.
- the library-school connection will be enhanced through a new initiative called CLASS (Connecting Library and School Services)
- based on interest and quality of service this summer, teen volunteer opportunities will be extended into the school year
- young adult involvement has been enhanced by the efforts of the new YA librarian and the acquisition of electronic gaming equipment

Mary Trev Thomas, Circulation/Technical Services Department Head

Mary Trev gave an overview of the department's three components and praised her staff: circulation (checkout desk staff), technical services (materials ordering, processing and cataloging) and collection maintenance (shelving, materials repair). Her other responsibilities include:

- participation in the CDLC/NYLink digitization project, which will scan and catalog selected materials to make them searchable and accessible to the public. This is a joint project of IT, Adult Services and Tech. Services.
- launching new collections, such as PlayAways and museum passes
- planning and executing the migration to a new and improved cataloging/materials management system in 2-3 years

MINUTES

Minutes of the 13 August 2007 trustees meeting were approved as written, on a MOTION by Y. Caldwell with a second by R. Baum.

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FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 August 2007 (Manual Disbursements for August \$530,658.74; Cash Disbursements/Accounts Payable September \$53,931.72; Capital Projects Fund/Hand-Drawn Checks

for August \$0; Total \$584,590.46).

BANK ACCOUNT RECONCILIATION REPORT

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

BUDGET INCREASE RESOLUTION

On a MOTION by T. Wright with a second by P. Koburger, the board authorized the increase of the 2007-2008 fiscal year budget from \$3,745,923 to \$3,746,423. This increase reflects the need to make available funds totaling \$500. These funds were received from the sale of the console piano and will be added to budget line #460 Equipment.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for August 2007.

DIRECTOR'S REPORT

The board noted the Director's Report. P. Read noted for the record the board's congratulations to Friends president David Cooper on his selection by the Empire Friends Roundtable for the 2007 Daniel Casey Advocacy Award. The award will be presented next month at the NYLA conference in Buffalo; N. Pieri and J. Biggins will attend.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report. Next general UHLS meeting is Wednesday September 12.

OLD BUSINESS

On a MOTION by R. Baum with a second by P. Koburger, the board adopted the "Bethlehem Public Library Facilities Planning Document 2007-2011" as the library's overarching long-range facilities plan.

NEW BUSINESS

Property survey

On a MOTION by R. Baum with a second by P. Koburger, the board authorized an expenditure of \$1,600-\$2,100 for Boutelle and Son to provide a topographic survey which will include the Borthwick properties and revise the original mapping to reflect those two parcels.

TV-18 policy

On a MOTION by R. Baum with a second by J. Sobiecki, the board accepted revisions as written to the "TV-18/Bethlehem Public Access Television Policy."

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Damaged tree removal

On a MOTION by R. Baum with a second by Y. Caldwell, the board authorized an expenditure not to exceed \$2,000 to Haslam Tree Service for removal of the fallen perimeter tree struck by lightning last month.

Tax levy underpayment

N. Pieri will discuss this matter with new school district treasurer Mr. Weiser. She will inform him that although the library will not challenge the underpayment this year, it contradicts education law and must not become practice. Y. Caldwell suggested that a general review of all tax agreements with the school district might be appropriate at this time, in light of current and near-future changes in

district supervisory personnel.

PRESIDENT'S REPORT

Director's evaluation

The board's personnel committee will soon begin to look at accomplishments and goals.

Board retreat

Y. Caldwell will prepare a proposal for presentation at the October board meeting.

On a MOTION by R. Baum with a second by P. Koburger, the meeting was adjourned at 8:15pm.

Prepared by C
Signed by

Louise Grieco Paula Read
Board secretary Board president