

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 15 October 2007

PRESENT Aaron Baldwin  
Yolanda Caldwell  
Penny Koburger  
Paula Read  
John Sobiecki  
Tamra Wright  
Nancy Pieri, Director

EXCUSED Rachel Baum

GUESTS Mark Bagdon and Dan Coutin, Novus Engineering

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

#### ENERGY AUDIT PRESENTATION

*Mark Bagdon and Dan Coutin, Novus Engineering*

M. Bagdon explained that the library's energy efficiency evaluation is being conducted on a "whole-building model." Energy use is tracked by computer, which makes projections and tests strategies. Preliminary conclusions: although some improvements are recommended, no extraordinary measures are needed; our Energy Star benchmark is 64 out of 100 (75 earns an Energy Star rating). The final audit report will take interest rate, inflation, and rate-of- return into consideration.

After reviewing the preliminary report (history, system specs, and recommendations), Mr. Bagdon and Mr. Coutin took questions from the board.

A motion by A. Baldwin to accept the proposal by Johnson Controls dated 5 October 2007 for boiler reset was tabled pending request for more details.

N. Pieri will talk to Novus re: TV-18 studio HVAC system to determine who is responsible for compatibility of newly installed ductwork with the building's existing HVAC system.

#### MINUTES

Minutes of the 10 September 2007 trustees meeting were approved as written, on a MOTION by T. Wright with a second by J. Sobiecki.

#### FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 30 September 2007 (Manual

Disbursements for September \$187,920.88; Cash Disbursements/Accounts Payable October \$40,123.29; Capital Projects Fund/Hand-Drawn Checks for September \$0; Total \$228,044.17).

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#### BANK ACCOUNT RECONCILIATION REPORT

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

#### BUDGET INCREASE RESOLUTION

There were no resolutions.

#### TRANSFERS

There were no transfers.

## PERSONNEL REPORT

The board noted the personnel report for September 2007.

## DIRECTOR'S REPORT

The board noted the Director's Report, which included a quarterly report of budget line balances.

### UPPER HUDSON LIBRARY SYSTEM REPORT

- courier contract approved
- space rented; interior painting completed
- UHLS will carry Rensselaerville's expenses until the end of the year
- discussion continuing re: UHLS director's evaluation
- Finance Committee to present 2008 budget on 24 October 2007
- Services Committee has updated awards criteria
- backup generator being considered for backup of online systems
- state grant money will be used to redesign UHLS website and increase AV collection
- automation contract drafted for approval (see below)

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

### *UHLS contract 2009-2011*

On a MOTION by Y. Caldwell with a second by P. Koburger, the board approved the draft agreement for computerized library services, 2009-2011.

### *Retreat proposals*

The board reviewed ideas for retreat themes and activities presented by Y. Caldwell. There was preliminary interest in some kind of community service component. The board will revisit this subject next month and hold the retreat in the first half of 2008.

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### *Topic of the month*

Y. Caldwell suggested determining monthly topics for use by boardmembers when informal advocacy opportunities present themselves; L. Grieco will draw up a list. Our upcoming Technology Fair will be this month's topic.

### *Meeting room request*

Request by a nonresident to use the Community Room will be denied on the basis of the meeting room policy's prohibition of partisan political meetings.

On a MOTION by A. Baldwin with a second by T. Wright, the board adjourned to executive session at 8:20pm to discuss a CSEA contract issue.

On a MOTION by A. Baldwin with a second by J. Sobiecki, the board adjourned the executive session.

On a MOTION by A. Baldwin with a second by Y. Caldwell, the board approved a memo of understanding regarding benefit leave accrual.

## PRESIDENT'S REPORT

There was no president's report.

On a MOTION by T. Wright with a second by J. Sobiecki, the meeting was adjourned at 8:30pm.

Prepared by C  
Signed by

Louise Grieco Paula Read  
Board secretary Board president