

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday 13 November 2007

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

GUESTS Rick Bigham, CPA, Dorfman-Robbie
Susan Britton, Fiscal Assistant (staff presentation)

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

AUDIT REPORT

Rick Bigham reviewed drafts of three documents: "required communications"; "financial statements/required report"; and "other internal control matters." The library has received an unqualified rating at the highest level of assurance.

STAFF PRESENTATION

Susan Britton reviewed her duties as fiscal assistant, which include: payroll; tax returns and W-2 verification; monthly bill schedule; bank statements and reconciliations; state annual financial report; general ledger; CD investments.

MINUTES

Minutes of the 15 October 2007 trustees meeting were approved as amended, on a MOTION by A. Baldwin with a second by Y. Caldwell.

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 October 2007 (Manual Disbursements for October \$191,541.91; Cash Disbursements/Accounts Payable November \$43,888.73; Capital Projects Fund/Hand-Drawn Checks for October \$39; Total \$235,469.64).

BANK ACCOUNT RECONCILIATION REPORT

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

BUDGET INCREASE RESOLUTION

There were no resolutions.

TRANSFERS

There were no transfers. *page 1 of 2*

PERSONNEL REPORT

The board noted the personnel report for October 2007.

DIRECTOR'S REPORT

The board noted the Director's Report. N. Pieri will request demo window films.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report; the next meeting is scheduled for Wednesday November 14, 2007.

OLD BUSINESS

TV studio

The failed HVAC connector was installed by Bourke. Before contacting Johnson Controls, N. Pieri will determine if Bourke can repair the connection.

Board retreat

Scheduling this retreat was tabled until the December meeting.

NEW BUSINESS

There was no new business.

PRESIDENT'S REPORT

P. Read noted that M. Zalob has confirmed his interest in serving as UHLS liaison.

P. Read asked for volunteers to attend the Friends board meeting on November 19 at 7pm; Y. Caldwell and P. Read will attend.

ADVOCACY TOPIC OF THE MONTH

Next month's topic: Friends of Bethlehem Public Library (e.g. Friends president David Cooper is 2007 NYLA advocacy award recipient; Friends bus trips; Friends-sponsored museum passes).

On a MOTION by A. Baldwin with a second by R. Baum, the board adjourned to executive session at 8:05pm to discuss the employment of a particular person.

On a MOTION by A. Baldwin with a second by R. Baum, the board adjourned the executive session at 8:43pm.

On a MOTION by T. Wright with a second by P. Koburger, the board meeting was adjourned at 8:44pm.

Prepared by
Cosiigned by

Louise Grieco
Paula Read
Board secretary Board president