

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 14 January 2008

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

EXCUSED: John Sobiecki

President Read called the meeting to order at 7:10pm.

MINUTES

Minutes of the 10 December 2007 trustees meeting were approved as amended, on a MOTION by A. Baldwin with a second by P. Koburger.

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 December 2007 (Manual Disbursements for December \$211,760.38; Cash Disbursements/Accounts Payable January \$44,369.09; Capital Projects Fund/Hand-Drawn Checks for December \$14.60; Total \$256,144.07).

BANK ACCOUNT RECONCILIATION REPORT

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

BUDGET INCREASE RESOLUTION

There were no resolutions.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for December 2007.

DIRECTOR'S REPORT

The board noted the Director's Report. R. Baum suggested that the cultural organizations database also be subject and/or keyword searchable, to facilitate cross-referencing. A supply of library welcome brochures will be brought to the Bethlehem Chamber of Commerce office.

## UPPER HUDSON LIBRARY SYSTEM REPORT

### *Services*

State money for UHLS is delayed pending Brunswick Library report. UHLS director Phil Ritter visited the Brunswick Town Board to advocate for support. *Finance*

The system is \$123,000 in the black.

### *Administration*

UHLS director review is underway.

### *Tech. Services*

Aquabrowser project is moving along.

### *Big Read*

Activities commence in April around Edith Wharton's *Age of Innocence*. Trips to The Mount are in the offing; P. Read will email details.

## OLD BUSINESS

### *Tamarack trees*

On a MOTION by A. Baldwin with a second by T. Wright, the board authorized expenditure from the Building and Grounds line for removal of these trees from the property line (3 in favor, 1 opposed, 1 abstention).

### *Window films*

N. Pieri will check warranty information and get a proposal for installation in the clerestory windows and in the staff offices on the Delaware Avenue side of the building. Bagdon has suggested a preliminary estimate of \$28,000; the project will be submitted this summer for a matching construction grant. If grant request is approved, work will be done in the 2009-10 fiscal year.

### *Board retreat*

Board retreat is scheduled for Wednesday March 5, 6-9pm. Y. Caldwell and R. Baum will draw up an agenda. Suggested topic: general exploration of the role of trustees in planned giving initiatives. Suggested speakers: Josh Cohen (Mid-Hudson Library System director), Libby Post (marketing and communications expert), Kristin Frederick (Exec. Director, Community Foundation of the Capital Region). The board preferred to explore the topic among themselves before engaging a speaker.

### *Heat exchanger*

This equipment has been ordered from Johnson Controls.

## NEW BUSINESS

### *Borrowing policy*

On a MOTION by Y. Caldwell with a second by P. Koburger, the board approved a minimally revised Borrowing Policy.

### *Budget review*

The board conducted a preliminary review of the proposed 2008-09 library budget. Final approval is required at the February meeting. Annual budget letter will also be drafted for approval at the February meeting. The upcoming fiscal year will see the final payment on the debt service for the renovation.

PRESIDENT'S REPORT

No report.

ADVOCACY TOPIC OF THE MONTH

This month's topic will again be "volunteer opportunities."

On a MOTION by A. Baldwin with a second by R. Baum, the board meeting was adjourned to executive session at 8:30pm to discuss the performance of an individual.

On a MOTION by A. Baldwin with a second by P. Koburger, the executive session was adjourned at 8:46pm.

On a MOTION by A. Baldwin with a second by Y. Caldwell, the board meeting was adjourned at 8:46pm.

Prepared by Cosigned by

Louise Grieco Paula Read  
Board secretary Board president