

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 11 February 2008

PRESENT Rachel Baum  
Yolanda Caldwell  
Penny Koburger  
Paula Read (late)  
John Sobiecki  
Tamra Wright  
Nancy Pieri, Director

EXCUSED: Aaron Baldwin

GUEST: Geoff Kirkpatrick, IT department head

Secretary Baum called the meeting to order at 6:40pm.

#### STAFF PRESENTATION

Information Technology head Geoff Kirkpatrick gave an overview of his department's functions and answered questions. His goal is to maintain high-quality IT structure and service for staff and library users. In terms of staff, cost to upgrade systems is always less than labor costs generated by wasted time on inferior hardware and software. In terms of library users, equipment and services should be better and faster than the typical home computer. Geoff expects to install a new server soon under the domain name *www.mybethlehem.org* which will allow the library to host local nonprofit websites.

Public and staff PCs are on a 3-4 year replacement rotation, funded by the annual budget. Replacing equipment involves a balance of cost vs. wear and obsolescence. Newer equipment is also more energy efficient. Older equipment is recycled, either through the Town of Bethlehem or to other UHLS libraries.

Geoff sees the department's role as both technological and educational. Educational opportunities for patrons include the Technology Fair, Computer Partners, and one-on-one training in online services at the information desk. Staff receive training as needed, either as a group or individually.

#### MINUTES

Minutes of the 14 January trustees meeting were approved as written, on a MOTION by R. Baum 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 January 2007 (Manual

Disbursements for January \$330,426.39; Cash Disbursements/Accounts Payable February \$44,850.40; Capital Projects Fund/Hand-Drawn Checks for January \$0; Total \$375,276.79).

#### BANK ACCOUNT RECONCILIATION REPORT

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

#### BUDGET INCREASE RESOLUTION

There were no resolutions.

#### TRANSFERS

There were no transfers.

#### PERSONNEL REPORT

The board noted the personnel report for January 2008.

#### DIRECTOR'S REPORT

The board noted the Director's Report.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

Meeting is scheduled for Wednesday February 13. Courier service continues to be problematic.

#### OLD BUSINESS

##### *Board retreat*

Reservations have been made at Bellini's for Wednesday March 5 at 6pm. R. Baum and Y. Caldwell are working on an agenda.

#### NEW BUSINESS

##### *Cultural awareness*

P. Koburger suggested contributing to the Plan of Service cultural awareness goal with library programs that focus on areas of international interest.

##### *Patron conduct policy*

Revisions have been made in the interest of an open and positive policy, focusing on the basic goal of courtesy to other patrons. Revised policy was adopted on a MOTION by T. Wright with a second by R. Baum.

##### *Budget review*

Increase in PILOT revenue and decrease in retirement payouts further reduced the proposed FY 2008-09 library budget. On a MOTION by T. Wright with a SECOND by P. Koburger, the proposed budget was approved for presentation to the public at the May 14 board meeting. A draft formatted for the newsletter will be prepared for board review at the March meeting.

*Budget letter*

A draft of the annual trustee letter to the public was distributed and reviewed. Suggested revisions will be incorporated. This letter will be published in the May/June newsletter along with the proposed budget.

*Annual report to the state*

On a MOTION by T. Wright with a second by P. Koburger, the board approved submission of the 2006-07 NYS Annual Report for Public and Association Libraries.

*RFP/auditor*

N. Pieri will proceed with an RFP for auditor services. Trustees will email distribution suggestions. RFPs for auditors, although not required, are considered “best practice;” the library submits one every three years.

*Lobby Day*

UHLS will send information packets. Assistant Director J. Biggins will coordinate.

Y. Caldwell and P. Koburger expressed interest in attending.

PRESIDENT’S REPORT

P. Read asked for volunteers to attend the next Friends meeting; P. Koburger will attend.

ADVOCACY TOPIC OF THE MONTH

Y. Caldwell will email the next topic to board members.

On a MOTION by R. Baum with a second by J. Sobiecki, the board meeting was adjourned at 8:10pm.

Prepared by  
Cosiigned by

Louise Grieco Paula Read  
Board secretary Board president