

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 9 June 2008

PRESENT Aaron Baldwin
Yolanda Caldwell
Penelope Koburger
Paula Read
John Sobiecki
Tamra Wright

Nancy Pieri, Director

EXCUSED: Rachel Baum

GUEST: Nancy Smith

The meeting was called to order at 6:35pm.

MINUTES

Minutes of the 12 May trustees meeting were approved as written, on a MOTION by J. Sobiecki 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 May 2008 (Manual Disbursements for May \$270,295.88; Cash Disbursements/Accounts Payable for June \$37,173.65; Capital Projects Fund/Hand-Drawn Checks for April \$0; Total \$307,469.53).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for May 1-31, 2008.

TRANSFERS

On a MOTION by T. Wright with a second by P. Koburger, the board authorized several 2007-08 budget line transfers.

PERSONNEL REPORT

The board noted the personnel report for May 2008.

DIRECTOR'S REPORT

The board noted the Director's Report. N. Pieri added that youth services personnel will use the library van for summer outreach this year.

UPPER HUDSON LIBRARY SYSTEM REPORT

- administration committee: continuing executive director's professional performance review and bylaws review
- finance committee: UHLS financial statements reviewed and accepted by UHY.
- services committee: no report
- other: Big Read and Riverway Festival successful; LSTA grant deadlines approaching; courier choice imminent; system-wide library construction needs assembled for NYS; annual meeting Wednesday June 11.

OLD BUSINESS

Roof

J. Sobiecki met with Geoff McDonald of Sacco and McKinney to review specs. Sacco and McKinney will need 2-3 weeks to complete drawings and specs. Skylight details will be included as add-alternates. The project will go out to bid on or about June 30. Public notice will be placed in the *Altamont Enterprise*. Due date will be on or about July 17. The board will convene a special meeting to approve a proposal from the lowest responsible bidder. Job will begin mid-to-late August and take 4 weeks to complete. We will ask for a prorated 20-year warranty.

Parking lot

N. Pieri will sign and return the CLAsite design contract. SED approval (deadline 11 July) requires estimate by qualified contractor. Consensus was to go ahead and submit this project for the larger LSTA grant.

Window inserts

This project will be submitted for the smaller LSTA grant, unless CLAsite cannot meet the deadline. In that case, the window project will be submitted for the larger grant.

NEW BUSINESS

RFP for auditor services

On a MOTION by A. Baldwin with a second by T. Wright, the board accepted Dorfman-Robbie's proposal for auditing services as stated.

Proposal for fascia repair

On a MOTION by Y. Caldwell with a second by P. Koburger, the board accepted Western Building Restoration's proposal for repairs to the exterior fascias of the library building in the amount of \$8,686.00.

Nominating committee appointment

P. Read appointed P. Koburger and T. Wright to nominate 2008-09 board officers. Nominations will be presented and voted on at the July meeting.

ADVOCACY TOPIC OF THE MONTH

For July: adult and youth summer reading programs.

PRESIDENT'S REPORT

Outgoing president P. Read expressed her appreciation for the commitment, energy and range of the current board of trustees. A. Baldwin, on behalf of the board, thanked P. Read for her leadership and longevity.

On a MOTION by A. Baldwin with a second by T. Wright, the board meeting was adjourned at 7:50pm.

Prepared by
Louise Grieco, Board secretary

Cosigned by
[TBA], Board president