

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

PRESENT Aaron Baldwin
Rachel Baum
Yolanda Caldwell
Penelope Koburger
Tamra Wright

Nancy Pieri, Director

EXCUSED: Nancy Smith
John Sobiecki

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

ELECTION OF OFFICERS/COMMITTEE APPOINTMENTS

The nominating committee presented the following nominations: for president, A. Baldwin; for vice president, J. Sobiecki; for treasurer, T. Wright; for assistant treasurer, P. Koburger; for secretary, R. Baum; for UHLS representative, Y. Caldwell. On a motion by R. Baum with a second by Y. Caldwell, the board approved the above slate of officers. N. Pieri will notify UHLS of Y. Caldwell's appointment.

A. Baldwin appointed the following committees: personnel, R. Baum and N. Smith; building and grounds, J. Sobiecki, P. Koburger; nominating, P. Koburger, Tamra Wright.

MINUTES

Minutes of the 9 June trustees meeting were approved as written, on a MOTION by T. Wright with a second by Y. Caldwell (1 abstention).

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 30 June 2008 (Manual Disbursements for June \$223,647.01; Cash Disbursements/Accounts Payable for July \$55,488.42; Capital Projects Fund/Hand-Drawn Checks for June \$3,404.60; Total \$282,540.03).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for June 1-30, 2008.

TRANSFERS

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

BUDGET INCREASE RESOLUTION

On a MOTION by T. Wright with a second by P. Koburger, the board authorized the increase of the FY 2007-08 Capital Project budget by \$213.74. These funds were received as interest on the Capital Project account from July 2007 through June 2008 and will be added to the Capital Project Fund on Line 245/Landscape Project.

PERSONNEL REPORT

The board noted the personnel report for June 2008.

DIRECTOR'S REPORT

The board noted the Director's Report. The board congratulated the library and John Love for receiving the 2008 NYLA/PLS Best Practices award.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

OLD BUSINESS

2009 LSTA grant projects

Because SED views the two grant applications (parking improvement project and window film project) as one, they require a full architectural submission for the latter as well as the former. The board agreed this would not be cost-effective at this time, and agreed to withdraw the window film project from the grant application. A. Baldwin suggested that J. Sobiecki and the building/grounds committee revisit options for heat conservation, possibly bundling window film with other projects to maximize cost-effectiveness of a full architectural submission. R. Baum suggested that the window film project be broken down into segments under the SED minimum of \$10,000. N. Pieri will consult with J. Sobiecki.

The board agreed to authorize CLAsite to handle subcontracting the lighting phase of the parking improvement project, to facilitate coordination and project oversight.

On a MOTION by R. Baum with a second by Y. Caldwell, the board approved the SEQRA (State Environmental Quality Review Act) resolution for the parking lot improvement project.

NEW BUSINESS

Western Building Restoration proposal

Western Building Restoration has proposed a cap with drip edges as a preventive measure against future water damage to the fascia. The roof project estimate includes gravel stops; this may resolve the problem. This item was tabled pending receipt of roof specifications, which will be reviewed by Western.

Davey Tree Service proposal

On a MOTION by R. Baum with a second by T. Wright, the board authorized N. Pieri to accept Davey's proposal as submitted, to repair and fertilize trees on library property. N. Pieri will coordinate this project with CLAsite.

2008-09 holidays, board meetings, board authorizations

On a MOTION by R. Baum with a second by P. Koburger, the board voted to accept the 2008-2009 holiday and board meeting schedules and board authorizations as presented.

ERS update

On a MOTION by T. Wright with a second by Y. Caldwell, the board authorized N. Pieri to apply to the NYS Employee's Retirement System for its own code as a participating employer.

ADVOCACY TOPIC OF THE MONTH

For August: adult and youth summer reading programs.

PRESIDENT'S REPORT

No report.

On a MOTION by R. Baum with a second by P. Koburger, the board adjourned the regular board meeting at 7:55pm.

On a MOTION by Y. Caldwell with a second by T. Wright, the board convened an executive session at 8:00pm to discuss proposed acquisition of real property and the matters leading to the appointment of a particular person.

On a MOTION by Y. Caldwell with a second by R. Baum, the board adjourned the executive session at 8:25pm.

Prepared by

Louise Grieco, board secretary

Cosigned by

A. Baldwin, board president