

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

PRESENT Rachel Baum  
Yolanda Caldwell  
Penelope Koburger  
Nancy Smith  
John Sobiecki  
  
Nancy Pieri, Director

EXCUSED: Aaron Baldwin  
Tamra Wright

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

OATH OF OFFICE

Vice-president John Sobiecki administered the oath of office to new trustee Nancy Smith.

MINUTES

Minutes of the 14 July trustees meeting were approved as written, on a MOTION by Y. Caldwell with a second by P. Koburger.

FINANCIAL REPORT

On a MOTION by P. Koburger with a second by R. Baum, the board approved the Financial Statement dated 31 July 2008 (Manual Disbursements for July \$179,747.00; Cash Disbursements/Accounts Payable for August \$64,687.66; Capital Projects Fund/Hand-Drawn Checks for July \$915.95; Total \$245,350.61).

BANK ACCOUNT RECONCILIATION REPORT

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

TRANSFERS

There were no transfers.

BUDGET INCREASE RESOLUTION

On a MOTION by P. Koburger with a second by R. Baum, the board authorized the increase of the FY 2008-09 budget from \$3,824,465.00 to \$3,824,715.00. This increase is for a \$250.00 check received from a NYS grant as the final 10% payment on the automatic doors and will be added to Line 462 Building and Grounds Repair.

## PERSONNEL REPORT

The board noted the personnel report for July 2008. A temporary custodian has been hired for a permanent custodian on extended medical leave.

## DIRECTOR'S REPORT

The board noted the director's report. R. Baum will send greetings on behalf of the board to Susan Britton on the occasion of her retirement, in recognition of her 25 years of service.

## UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

## OLD BUSINESS

### *2009 LSTA grant project*

N. Pieri reported that the SED report supporting the grant application to expand and improve library parking facilities will be submitted by the end of this week.

## NEW BUSINESS

### *Asbestos testing and removal*

On a MOTION by P. Koburger with a second by N. Smith, the board formally approved a recommendation by CLAsite to test for asbestos in the garage structure.

### *Roof replacement*

On a MOTION by P. Koburger with a second by N. Smith, and supported by a recommendation from the architectural firm of Sacco and McKinney, the board agreed to enter into a contract with Titan Roofing to replace the library roof in the amount of \$345,000—the lowest responsible bid in a field of eight bidders. Grant monies in the amount of approximately \$90,000.00—90% of the total grant—have been received; the remaining 10% will be received upon completion of the project. The remainder will be funded from the library's budget and fund balance.

### *Prevailing wage*

N. Pieri reviewed the NYS Department of Labor's requirement that as a tax-supported entity the library must request prevailing wage information for any contracted public works project and submit this schedule to every vendor, no matter what the cost of the work. The library attorney has been apprised and will comment.

### *Trustee retreat*

Y. Caldwell requested that this item be placed on next month's agenda.

### *Friends meeting*

N. Smith attended the July meeting of the library Friends.

## ADVOCACY TOPIC OF THE MONTH

For September: library website. Y. Caldwell will prepare a script.

PRESIDENT'S REPORT

No report.

On a MOTION by P. Koburger with a second by R. Baum, the board adjourned the regular board meeting at 7:40pm.

Prepared by

Louise Grieco, board secretary

Cosigned by

John Sobiecki, board vice-president

*3 of 3*