

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 15 September 2008

PRESENT Aaron Baldwin
Yolanda Caldwell
Penelope Koburger
Nancy Smith
John Sobiecki
Tamra Wright

Nancy Pieri, Director

EXCUSED: Rachel Baum

The meeting was called to order at 6:32pm.

OATH OF OFFICE

President A. Baldwin administered the oath of office to newly elected trustee John Sobiecki.

MINUTES

Minutes of the 11 August trustees meeting were approved as written, on a MOTION by P. Koburger 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 August 2008 (Manual Disbursements for August \$542,467.26; Cash Disbursements/Accounts Payable for September \$52,683.48; Capital Projects Fund/Hand-Drawn Checks for August \$0.00; Total \$595,150.74).

Final debt service payment for the renovation project has been made.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for August 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for August 2008. Youth services librarian search is continuing.

T. Wright will meet with Ilene Eisner, the new account clerk.

DIRECTOR'S REPORT

The board noted the director's report. A. Baldwin and N. Pieri will meet with Bethlehem Central Schools Superintendent Tebbano to discuss title transfer of the library building and grounds (see attached draft proposal).

The board expressed continued concern over excessive natural gas usage; N. Pieri will contact Johnson Controls.

UPPER HUDSON LIBRARY SYSTEM REPORT

Y. Caldwell reported that the administration committee is still setting up a director/bylaw review process. She also reported that she expressed concerns re UHLS construction grant allocations. N. Pieri said that the Directors' Association has asked for consistency in how grants are awarded; past practice has been that funds have been divided equally among libraries. The UHLS services committee will draw up distribution guidelines.

Y. Caldwell pledged to see that the interests of Bethlehem Public Library are represented appropriately.

OLD BUSINESS

Roofing project update

Ballast has been removed; insulation sections are being replaced. Old insulation sections are being recycled. Crew has been working extended days, staging at 5:30am and working until dusk. One neighbor has registered a complaint.

Skylight replacement, scheduled later this year, will require that the new roof be protected. A manufacturer's inspection report will be issued (Firestone). Roof condition will be documented with photos.

Building title

See Director's Report, above.

Trustee retreat

A facilitated retreat will be scheduled at the library, on either an evening or a weekend morning between January and March 2009; Y. Caldwell will coordinate available times. N. Pieri will schedule a meeting room when the date is set.

NEW BUSINESS

Purchasing policy (new)

This item was tabled pending further review.

Policies to be deleted

On a MOTION by T. Wright with a second by Y. Caldwell, the board approved deletion of the following obsolete policies: Book Discussion Groups, Rental Book Program, Microfilm/Microfiche Borrowing, Equipment Use.

Other new business

The board offered congratulations for the library's ranking among the top 50 nationwide in circulation (see *Times Union* article re Gannett report, below).

P. Koburger will participate in the ACLU Banned Book Week read-aloud on September 28; Banned Book Week is September 27-October 4.

N. Smith brought a patron query re study room reservations. A. Baldwin reiterated the library's patron-neutral policy of first-come, first-served, one-hour reservations. A second consecutive hour may be reserved if the room is available.

Y. Caldwell will attend the Friends meeting on October 14, and will present a check to the Friends on behalf of the Board, honoring past president Paula Read.

P. Koburger suggested that the Progress Club garden volunteers be acknowledged in some way for their work this season.

PRESIDENT'S REPORT

A. Baldwin will speak at the Delmar Rotary Club meeting Wednesday September 17.

ADVOCACY TOPIC OF THE MONTH

For October: roof project, Gannett report. Y. Caldwell will prepare a script.

On a MOTION by P. Koburger with a second by J. Sobiecki, the board adjourned the regular board meeting at 8:00pm.

Prepared by

Louise Grieco, board secretary

Cosigned by

Aaron Baldwin, board president