

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Tuesday 14 October 2008

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

ABSENT: Tamra Wright

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

MINUTES

Minutes of the 15 September trustees meeting were approved as amended, on a MOTION by N. Smith with a second by P. Koburger. R. Baum will send a note of appreciation to the Progress Club for their volunteer garden work this season.

FINANCIAL REPORT

On a MOTION by P. Koburger with a second by Y. Caldwell, the board approved the Financial Statement dated 30 September 2008 (Manual Disbursements for September \$206,651.29; Cash Disbursements/Accounts Payable for October \$86,009.91; Capital Projects Fund/Hand-Drawn Checks for September \$0.00; Total \$292,661.20).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for September 1-30.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for September 2008.

DIRECTOR'S REPORT

The board noted the director's report. *Roof project:* A. Baldwin asked N. Pieri to forward a copy of the contractor's certificate of insurance to the library's insurance company, to try to recoup the deductible for the change order. N. Pieri clarified the total cost of the change order; these funds will be drawn from the fund balance. *Parking lot:* A. Baldwin expressed concern for increased cost estimates; J. Sobiecki advised allowing an additional 10% for future overages. *Member item:* Following

discussion of the merits and drawbacks of applying for the member item offered by state representative Tim Gordon, a request will be made to assist with roof project overages, stressing energy efficiency gains.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

The trustee workshop held on 25 September was productive. A survey of participants yielded the following list of suggested future workshop topics: building and renovation, staffing, working with Friends, fundraising, legislative outreach, Internet policies, grants and grant writing.

Troy Public Library will put a referendum re: redistricting to a vote on November 4. A redesignation as a legislative district library would allow Troy to construct its own budget and put it to a public vote.

Budget and bylaws: Y. Caldwell reported that there are no major changes for this fiscal year. Updated bylaws were passed.

#### OLD BUSINESS

*Roofing project update*  
Project is on schedule.

*Building title*

A meeting with Bethlehem Central School District superintendent Michael Tebbano and BCSD treasurer Judi Kehoe yielded no philosophical objection to the library's proposal to assume title of the library building and original grounds. The school district's attorneys will perform a title search and notify the library of a date for public discussion at a future school board meeting. A. Baldwin asked N. Pieri to keep tabs on the district website for an announcement, so that trustees and/or the director can plan to attend.

*Trustee retreat*

The board agreed to a weekend breakfast meeting at the library in either January or March 2009; the date will be finalized at the next board meeting. Y. Caldwell will coordinate available dates and provide a tentative list of facilitators.

*Draft purchasing policy*

Review was tabled until the November board meeting.

#### NEW BUSINESS

*Roofing project change orders*

The board ratified previous email approval for change orders for the sloped roof (\$19,803) and roof drain (\$3,500). On a MOTION by R. Baum with a second by P. Koburger, the board approved expenditure of \$2,967 for gutters.

*CLAsite revised cost estimate*

Cost increases were incurred as a result of further SED compliance requirements. A. Baldwin requested that N. Pieri distribute the revised CLAsite itemized invoice and supporting documents for review at the next board meeting before payment. He also requested that N. Pieri verify timing requirements re: receipt and expenditure of grant monies. Other timing considerations are coordinating RFPs with the 2009 budget vote, and a 9-month construction window with phasing to allow the library to remain open for the duration. A. Baldwin suggested that the board apply 10% overage allowance to future agreements for professional services. P. Koburger suggested the board look at reducing the scope of the project, and asked whether such reduction would also mean a reduction in grant monies. Supplemental funding options (bequests, fundraisers) were suggested. A. Baldwin requested this project remain on the agenda for the next six months.

*Other new business*

The board expressed appreciation to Assistant Director J. Biggins for securing the *Picturing America* grant.

**PRESIDENT'S REPORT**

A. Baldwin spoke at the Delmar Rotary Club meeting on September 17, reviewing the library's ongoing activities and inviting the club to offer financial assistance. N. Pieri followed up with a thank you letter which suggested specific funding possibilities.

A. Baldwin read a letter of congratulations from the UHLS board president Lou Ann Lundgren, for the library's national standing among the top 50 in per capita circulation.

**ADVOCACY TOPIC OF THE MONTH**

No topic assigned for November.

On a MOTION by R. Baum with a second by J. Sobiecki, the board adjourned the regular board meeting at 7:45pm.

Prepared by

Louise Grieco, board secretary

Cosigned by

Aaron Baldwin, board president