

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 10 November 2008

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

Nancy Pieri, Director

ABSENT: Rachel Baum

GUEST: Michelle Brandone, intern from UAlbany MLS program
Alan Walther, Bonadio & Co., LLP (auditor)

The meeting was called to order at 6:30pm.

AUDITOR'S REPORT

Alan Walther of Bonadio & Co., LLP (formerly Dorfman-Robbie) provided an overview of the draft audit report for 2008. Mr. Walther noted that the library budget has been prudently constructed and maintained. The auditor has given an unqualified opinion that the library has complied with generally accepted accounting principles. Minor internal control matters cited in the report have already been addressed and corrected.

MINUTES

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

FINANCIAL REPORT

On a MOTION by P. T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 October 2008 (Manual Disbursements for October \$275,460.93; Cash Disbursements/Accounts Payable for November \$50,494.17; Capital Projects Fund/Hand-Drawn Checks for October \$0.00; Total \$325,955.10).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for October 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for October 2008.

DIRECTOR'S REPORT

The board noted the director's report.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report; meeting upcoming.

OLD BUSINESS

Roofing project update

Roofing work is complete, including sealing the unused alcove skylights; contractor and engineer have thoroughly inspected the work. Lobby skylight work may be postponed until spring because of weather considerations. Patron access will be an issue in any case.

Building title

No response to date. N. Pieri will follow up with Bethlehem Central School District superintendent Michael Tebbano and BCSD treasurer Judi Kehoe.

Glass breakage repair

On a MOTION by T. Wright with a second by P. Koburger, the board authorized acceptance of a proposal by City Glass in the amount of \$9,200 to replace damaged clerestory windows, subject to verification that the required crane is included in the total estimate.

Trustee retreat

The board narrowed weekend breakfast meeting date to between January 2 and February school break; the date will be finalized shortly.

Property improvement project

The board continued discussion on the feasibility of this project, weighing the economic climate against current safety issues, current grant application, other funding possibilities, phasing, project downsizing, and fiscal timing factors. A. Baldwin recommended that this issue be a significant part of board retreat discussion in the new year. N. Pieri is still awaiting the revised invoice from CLAsite.

Other

Y. Caldwell attended the September Friends meeting and presented a check from the board.

NEW BUSINESS

Harassment policy

On a MOTION by J. Sobiecki with a second by N. Smith, the board approved minor revisions to the library's harassment policy.

Worker's Comp. vendor proposal

NYLA has brokered an arrangement for a group plan through the NYS Public Entities Safety Group 497 which offers significant savings and dividends to participating libraries. The NYS Insurance Fund retains oversight. In the past NYLA brokered a similar arrangement for directors' and officers' liability insurance. On a MOTION by T. Wright with a second by P. Koburger, the board authorized transfer of the library's Workers' Comp. insurance to NYS Public Entities Safety Group 497, according to the group's proposal dated 17 October 2008.

PRESIDENT'S REPORT

No report.

ADVOCACY TOPIC OF THE MONTH

Property improvement project.

On a MOTION by P. Koburger with a second by N. Smith, the board adjourned to executive session at 8:05pm, to discuss contractual matters and the employment history of a particular person.

On a MOTION by N. Smith with a second by P. Koburger, the board adjourned the executive session at 8:45pm.

On a MOTION by T. Wright with a second by P. Koburger, the board unanimously agreed to move forward with a new group health insurance plan for library retirees.

On a MOTION by Y. Caldwell with a second by T. Wright, the board adjourned the regular board meeting at 8:47pm.

Prepared by

Louise Grieco, board secretary

Cosigned by

Aaron Baldwin, board president