

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

PRESENT Aaron Baldwin
Rachel Baum
Penelope Koburger
Nancy Smith
John Sobiecki

Nancy Pieri, Director

ABSENT: Yolanda Caldwell
Tamra Wright

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

MINUTES

Minutes of the 10 November trustees meeting were approved as amended, on a MOTION by R. Baum 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 30 November 2008 (Manual Disbursements for November \$359,273.33; Cash Disbursements/Accounts Payable for December \$56,600.28; Capital Projects Fund/Hand-Drawn Checks for November \$277,419.00; Total \$693,292.61).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report for November 2008.

DIRECTOR'S REPORT

The board noted the director's report. N. Pieri clarified that all UHLS and Central Library funding for shared databases is being withdrawn. The library will continue to receive databases sponsored by the NYS Library (NOVEL). The adult services department is investigating a cooperative purchase of a literature resource database for a reduced rate.

With regard to UHLS distribution of construction funds, N. Pieri reported that the UHLS Board of Trustees Services Committee is proposing that a set of guidelines be established for more equitable, consistent allocation.

The school district underestimated the library's portion of retirement payment, resulting in an insufficient budget allocation. N. Pieri is working with the library's personnel administrator to establish the library as an independent ERS (employees retirement system) entity, separate from the school district.

UPPER HUDSON LIBRARY SYSTEM REPORT

N. Pieri reported that UHLS is concerned with potential budget shortfalls because of underfunding in the current economic climate.

OLD BUSINESS

Board retreat

The retreat is scheduled for Saturday January 3, 9:30am-2pm at the library. N. Pieri will provide CLAsite's most recent plans and cost estimates for the property improvement project.

Purchasing policy

On a MOTION by R. Baum with a second by J. Sobiecki, the board approved the purchasing policy as drafted on 12/9/08.

Property improvement project

N. Pieri has received an additional invoice from CLAsite in the amount of \$12,000.

Other

There has been no response to date on transfer of building title. N. Pieri will follow up with Bethlehem Central School District superintendent Michael Tebbano and BCSD treasurer Judi Kehoe after the first of the year.

NEW BUSINESS

Roofing project—change order

As followup to email approval, the board ratified approval for the change order from Titan Roofing in the amount of \$2,225 to replace caulking on the brick parapet walls.

Change business hours for 4 holidays

The library currently closes at 5pm on MLK Day, Presidents Day, Columbus Day and Veterans Day. N. Pieri proposed that the library remain open until 9pm on those days. She will submit an amended holiday schedule to the board.

Other

N. Pieri is considering telephone service through Cornerstone in Troy—which distributes Verizon service wholesale to commercial customers. She expects a monthly savings of \$250-\$330.

N. Smith extended thanks to staff who submitted reports from this year's NYLA conference.

PRESIDENT'S REPORT

A. Baldwin asked that a reminder be sent to trustees in late December re: board retreat; R. Baum will oblige. A. Baldwin asked N. Pieri to provide the board with copies of fundraising materials from the library's "Buy a Bench" project.

On a MOTION by R. Baum with a second by J. Sobiecki, the board adjourned to executive session at 7:30pm, to discuss union negotiations and the performance of a particular person.

On a MOTION by P. Koburger with a second by N. Smith, the board adjourned the executive session at 8:08pm.

On a MOTION by J. Sobiecki with a second by P. Koburger, the board adjourned the regular board meeting at 8:09pm.

Prepared by

Louise Grieco, board secretary

Cosigned by

Aaron Baldwin, board president