

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 12 January 2009

PRESENT Aaron Baldwin
Rachel Baum
Yolanda Caldwell
Penelope Koburger
Nancy Smith
Tamra Wright

Nancy Pieri, Director

EXCUSED: John Sobiecki

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

MINUTES

Minutes of the 15 December trustees meeting were approved as amended, on a MOTION by R. Baum with a second by P. Koburger.

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 December 2008 (Manual Disbursements for December \$214,100.40; Cash Disbursements/Accounts Payable for January \$58,241.17; Capital Projects Fund/Hand-Drawn Checks for December \$36,060.10; Total \$308,401.67).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

There was no personnel report

DIRECTOR'S REPORT

The board noted the director's report. N. Pieri met with WindoTherm. They will provide a revised proposal to install window inserts in staff office areas and the workroom.

N. Pieri met with John Brennan, the Town's Director of Emergency Management Services. TV-18 manager Janice Irwin and IT head Geoff Kirkpatrick also attended the meeting. Mr. Brennan asked the library to provide 6 or 7 staff members who would be on call 24/7 to come to the studio and broadcast emergency messages. N. Pieri told Mr. Brennan that she would bring the matter to the library board. After

discussion, the board advised N. Pieri to respond to Mr. Brenner (with a copy to Town Supervisor Jack Cunningham) that the library cannot take on the financial responsibility to provide on-call staff and 24/7 access to the library and TV-18 studio. The library is willing to broadcast emergency information if and when we are able, during hours when library staff is available.

UPPER HUDSON LIBRARY SYSTEM REPORT

Next meeting is January 17.

OLD BUSINESS

Roofing project

N. Pieri provided updates on the roof and skylight projects.

NEW BUSINESS

2009-10 budget

The goal is to present a budget with a 0% increase in the levy. A draft budget will be presented for approval at the February board meeting. Draft footnotes copy re: the budget will be presented at the February meeting and approved at the March meeting.

Library branding and public relations

Opinion was mixed as to whether and how much to spend on library branding. Y. Caldwell and N. Pieri will gather proposals from graphic designers; decision will be made at a later date.

Long-range facilities planning

This remains a standing agenda item.

Parking lot project

J. Sobiecki will discuss the cost estimates with CLAsite's Peter Loyola to identify areas where the library can economize or separate out items for fundraising opportunities. The library may be able to take advantage of the president-elect's economic stimulus proposal for public works funding. N. Pieri has indicated to UHLS that the library is shovel-ready.

J. Sobiecki, P. Koburger, N. Pieri, building and grounds supervisor K. LaBelle, and assistant director J. Biggins were named by A. Baldwin as the building and grounds committee.

Publicity and fundraising

A marketing and fundraising committee was appointed: Y. Caldwell, N. Pieri, N. Smith, and staff TBA. This committee is charged with developing fundraising options and identifying capital gift opportunities.

PRESIDENT'S REPORT

A. Baldwin thanked Y. Caldwell for organizing a successful trustees' retreat.

On a MOTION by R. Baum with a second by T. Wright, the board adjourned to executive session at 8:10pm, to discuss the collective bargaining agreement.

On a MOTION by R. Baum with a second by P. Koburger, the board adjourned the executive session at 8:16pm.

On a MOTION by T. Wright with a second by N. Smith, the board unanimously ratified the Memorandum of Agreement between the library and the Civil Service Employees Association dated 5 January 2009.

On a MOTION by P. Koburger with a second by T. Wright, the board adjourned the regular board meeting at 8:17pm.

Prepared by

Nancy Pieri, library director

Cosigned by

Aaron Baldwin, board president