

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday 17 February 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.

EXECUTIVE SESSION

On a motion by P. Koburger with a second by T. Wright, the board adjourned to Executive Session at 6:30pm to discuss the performance of a particular person.

On a motion by P. Koburger with a second by T. Wright, the board returned to regular session at 6:33pm.

MINUTES

Minutes of the 12 January 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 January (Manual Disbursements for January \$204,158.28; Cash Disbursements/Accounts Payable for February \$51,575.20; Capital Projects Fund/Hand-Drawn Checks for January \$24,430.09; Total \$280,163.57).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report; both full-time positions have been filled.

DIRECTOR'S REPORT

The board noted the director's report.

UPPER HUDSON LIBRARY SYSTEM REPORT

- March 10 is Lobby Day, when library advocates meet with state legislators. This year's talking point: the state-proposed 18% reduction in library system funding.
- Nomination forms for the annual UHLS awards are available on the website; deadline for nominations is March 16.
- There is currently not enough money to fund this year's Riverway Storytelling Festival; elements of the program may have to be curtailed.
- Altamont Library raised \$17,000 at their recent "I Love My Library" fundraising dinner.
- "An introduction to building renovation" is the topic for a workshop at Guilderland Library on March 4; cost is \$20.
- The Service Committee's recommendations for construction grant awards have been adopted. Pro rata awards will be discontinued. Range of awards will be between 35% and 50% of cost for any selected project.
- 2009 minigrants have been awarded; Bethlehem Public Library did not apply for one this year.

OLD BUSINESS

Project PARC

Final plans from CLAsite should be in hand soon so that the project can go out to bid in early May. P. Koburger and J. Sobiecki will offer final landscaping plans. Work will begin after the Bethlehem Garden Club's plant sale on June 10.

2009-10 budget

The draft budget and trustees' letter will be revised, reformatted and presented for approval at the March board meeting.

Emergency management services

N. Pieri's written response to the town was noted.

All-day parking

It has become apparent that Town Hall parking spills over into the library lot. R. Baum suggested a "library business only" sign be posted in the library lot.

Roof project

Cost overages have amounted to only 10%.

NEW BUSINESS

Annual report to the state

On a MOTION by Y. Caldwell with a second by P. Koburger, the board approved Bethlehem Public Library's 2008 New York State annual report for submission.

Advanced Energy Panel proposal

On a MOTION by Y. Caldwell with a second by R. Baum, the board approved Advanced Energy Panel's proposal for window insulation, to be funded from the Building and Grounds Repair budget line.

Long range facilities planning

This remains a standing agenda item.

Group study room policy

On a MOTION by Y. Caldwell with a second by T. Wright, the board requested the policy be revised to reflect current practice.

Marketing and fundraising committee report

Y. Caldwell outlined a plan to include the following elements:

- develop a marketing plan which would position the library as an essential service to the community, increase library use, and reach out to non-users
- develop fundraising options to support library development
- develop a “customer service pledge”

She also presented an action plan and a timeline:

- establish initial goals and objectives (2/9)
- define target audience (3/27)
- define key programs (3/27)
- update SWOT analysis (3/27)
- define message (4/13)
- finalize marketing plan (4/13)
- establish graphic identification (5/15)
- develop initiatives/campaigns (TBD)

Board members also asked for fundraising guidelines going forward.

Other new business

- A new contract was ratified today by the library’s union members; the contract will cover a two-year period, commencing 1 July 2009.
- In response to a query about applying for national stimulus funds, N. Pieri stated that monies would be allotted through state and system channels; the library cannot initiate a request. She will report as more information becomes available.

PRESIDENT’S REPORT

- Advocacy topic for the month will be the 0% levy increase.
- P. Koburger will attend the March 30 Friends meeting.

On a MOTION by R. Baum with a second by N. Smith, the board meeting was adjourned at 8:20pm.

Prepared by

Louise Grieco, recording secretary

Cosigned by

Aaron Baldwin, board president