

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 13 April 2009

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

Nancy Pieri, Director

ABSENT: Tamra Wright

GUEST: Julia Pinto-Martin, UAlbany MLS program intern

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

MINUTES

Minutes of the 16 March trustees meeting were approved as written, on a MOTION by P. Koburger with a second by R. Baum.

FINANCIAL REPORT

Local initiative funding in the amount of \$5,000, announced by NYS Assemblyman Gordon, survived NYS budget process and passage for FY 2009-10. The grant will be used to fund overages on the library's roof project.

On a MOTION by P. Koburger with a second by J. Sobiecki, the board approved the Financial Statement dated 31 March (Manual Disbursements for March \$193,482.49; Cash Disbursements/Accounts Payable for April \$31,433.58; Capital Projects Fund/Hand-Drawn Checks for March \$11,875.00; Total \$236,791.07).

Aaron Baldwin requested that Account Clerk Ilene Eisner present a short explanation of the library's financial reporting formats at the July board meeting.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report.

DIRECTOR'S REPORT

The board noted the director's report.

- *roof/skylight project*—J. Sobiecki asked that the library obtain all maintenance, warranty and training documents for the maintenance supervisor's files.
- *water line*—gauge correction can be made an add-alternate to the PARC project; J. Sobiecki will follow up with CLAsite.
- *building title*—N. Pieri will follow up with Michael Tebbano.
- *beverage machine*—board consensus was in favor of installing a beverage machine in the lobby.
- *Teen Film Fest*—J. Sobiecki and P. Koburger commended teen librarian Gene Schatoff for her energy and enthusiasm in organizing and carrying out this successful project.

UPPER HUDSON LIBRARY SYSTEM REPORT

- Riverway Storytelling Festival is fully funded.
- A new widget enables access to the UHLS catalog from an iGoogle homepage.
- All UHLS board positions are now filled.
- UHLS awards are being determined for the upcoming annual meeting.
- 2-day advance notice of due date has been implemented for patrons who have designated email as their notification preference.
- Interviews are now being conducted for the Albany Public Library director position. APL construction projects are proceeding on schedule.
- Troy's special district library status is still pending.

OLD BUSINESS

Project PARC

J. Sobiecki will follow up with CLAsite to obtain a rendered site plan and budget breakdown that reflects add-alternates and various revisions and cost reductions. J. Sobiecki will prepare talking points for presentation at public budget/project review session prior to the May board meeting. The project will go out to bid immediately after that meeting (May 11); bid process takes 4-5 weeks. Anticipated start of work is July 1; anticipated completion (3 phases) is mid-September.

Marketing/Fundraising committee

No report.

NEW BUSINESS

NYS Retirement System

The following resolutions (signed copies appended with these minutes) establish the library as an independent, self-administered member of the NYS Retirement System:

On a MOTION by Y. Caldwell with a second by N. Smith, the Board of Trustees resolved to participate as an employer in the New York State and Local Employees' Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing same, and that the effective date of such shall be July 1, 2009.

On a MOTION by Y. Caldwell with a second by N. Smith, the Board of Trustees resolved to provide the additional pension benefits of Sections 75-c, 75-e, 75-g and 75-i of the Retirement and Social Security Law, as presently or hereafter amended, and that the effective date of such shall be July 1, 2009.

On a MOTION by Y. Caldwell with a second by N. Smith, the Board of Trustees resolved to provide the additional pension benefit of Section 41-j of the Retirement and Social Security Law, as presently or hereafter amended, and that the effective date of such shall be July 1, 2009.

On a MOTION by Y. Caldwell with a second by N. Smith, the Board of Trustees established the following as a standard workday for library staff for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System: full-time employees—5-day work week, 7-hour day; part-time employees—5-day work week, 6-hour day.

State budget re supplemental system support

Of the \$18 million state budget shortfall to library systems, \$9 million has been restored as a result of federal stimulus funds. UHLS has made cuts to cost of living increases, and professional development and programming; automation and delivery services will not be compromised.

Energy Plus proposal

NYLA has vetted and endorsed Energy Plus as an alternate energy supplier for electrical power. National Grid remains responsible for service and repair. Since there is no contract, there is no penalty for discontinuing the arrangement with Energy Plus. On a MOTION by P. Koburger with a second by N. Smith, the board voted to accept Energy Plus as the library's electricity supplier.

Meeting schedule

Effective July 1, 2009, the board will meet the second Monday of every month (except when that date is a federal holiday, in which case the meeting will be held on the second Tuesday). Start time remains 6:30pm.

Teen space

The library's reference collection is increasingly located online, which makes it possible to reduce the print reference section by two stacks. The current teen space will be expanded and partially enclosed. It will contain dedicated computer stations and comfortable seating. Nancy will meet with the designer for the building renovation, Dragana Vlatkovic, to evaluate the space and make recommendations. A. Baldwin expressed a desire to maintain current design elements. Use of green materials was suggested.

Asbestos removal

On a MOTION by R. Baum with a second by N. Smith, the board authorized C.T. Male Associates to provide design services for asbestos abatement for the garage on the Borthwick property.

PRESIDENT'S REPORT

Advocacy topic for the month will be the budget and the PARC project. May meeting begins at 6pm, to accommodate public review of the budget and the PARC project. Only one petition packet has been picked up for the upcoming board vacancy.

On a MOTION by R. Baum with a second by N. Smith, the board meeting was adjourned at 7:50pm.

Prepared by

Cosigned by

Louise Grieco, recording secretary

Aaron Baldwin, board president