

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 11 May 2009

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

Nancy Pieri, Director

EXCUSED: Rachel Baum

GUESTS: Janet Butlin; Nancy Hoffman; Randy Fisher; Charles Kavanaugh; Robert Lambert;
David Moore; Fred Strauss; Ann VanDervort

BUDGET/PROJECT PARC PRESENTATIONS 6:00-6:30pm

T. Wright presented a brief overview of the proposed 2009-10 library budget. A. Baldwin compared the library levy's 0% increase to the 2-3% increases in other local school and library budgets. PARC makes up the bulk of capital improvement plans; smaller projects are largely related to improving the building's energy efficiency. Public comments and questions: staff compensation; fiscal transparency; debt service retirement.

J. Sobiecki presented a brief overview and site drawing of the PARC project, which will go out to bid shortly. The project will be phased, with anticipated completion in mid-September. Certain elements will be extracted as add-alternates subject to fundraising. Y. Caldwell reviewed the rationale for additional parking: increased library use; library as essential to the community; improved service to patrons. Public comments and questions: bidding process; local vendors; planting practices; patron safety; privacy screening; sufficiency and cost-effectiveness; traffic management; parking enhancement vs. another library location.

CALL TO ORDER

The regular meeting was called to order at 7:10pm.

MINUTES

Minutes of the 13 April trustees meeting were approved as written, on a MOTION by Y. Caldwell with a second by N. Smith.

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 30 April (Manual Disbursements for April \$204, 230.33; Cash Disbursements/Accounts Payable for May \$51,077.97; Capital Projects Fund/Hand-Drawn Checks for April \$0.00; Total \$255,308.30).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for April 1-30.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report.

DIRECTOR'S REPORT

The board noted the director's report. N. Pieri reported that staff have been informed that anyone may call 911 in case of a perceived emergency. Deputy Chief Beebe of the Bethlehem police confirmed that 911 be called directly with a request that an officer enter the building.

UPPER HUDSON LIBRARY SYSTEM REPORT

The Administrative Committee has completed the UHLS director's interim performance review; this will be a topic of discussion at the next UHLS meeting on May 13.

OLD BUSINESS

Project PARC

Lighting will be part of the RFP. J. Sobiecki will check with CLAsite re truck-turning radii. Removal of the specimen maple tree will also be included in the RFP. This tree has already been cabled and is vulnerable to damage. Its removal will facilitate snow removal and add three parking spaces. The RFP will be worded so as to encourage a "buy local" policy. Bid specifications for signage will be directional only, not informational.

The board ratified previous email votes to approve proposals for professional services from CLAsite (parking lot design) and C.T. Male (asbestos removal design phase for garage).

Site drawing will be placed in the lobby for public inspection.

Marketing/Fundraising committee

Y. Caldwell reviewed the committee's progress. Goals are a consistent image and positioning the library as an essential community service. The committee has met twice and developed a SWOT analysis, reviewed current library publications and public information dissemination practice, and drafted an RFP which will be sent to a number of graphic design firms. Specific short-term goals include representation in the Memorial Day parade and developing a "voice of the library" presence on the website and other audio media. With fundraising and potential endowments as a long-term goal, the committee will meet with the director of the Community Foundation this month.

Teen space

N. Pieri will consult with D-V Design representative Dragana Vlatkovic, who designed the library interior for the 2004 renovation.

Other old business

Final payment for *roof work* is being held pending resolution of drainage issues.

N. Pieri confirmed that the *State grant* awarded for the PARC project is specific to that project; it will have to be returned if the project is not completed. P. Koburger remarked that PARC funding is already in place; no debt will be incurred.

NEW BUSINESS

Trustee vacancy

Since no candidate is running for the upcoming vacancy on the board, A. Baldwin asked for more information re the write-in line on the ballot. The board agreed to follow up after the election.

Back parking lot fence proposal

This item was tabled until the June meeting; board members were encouraged to inspect the current fence beforehand.

PRESIDENT'S REPORT

No report.

On a MOTION by P. Koburger with a second by T. Wright, the board meeting was adjourned at 8:15pm.

Prepared by

Louise Grieco, recording secretary

Cosigned by

Aaron Baldwin, board president