

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

PRESENT Aaron Baldwin
 Joyce Becker
 Yolanda Caldwell
 Penelope Koburger
 Nancy Smith
 Tamra Wright

 Nancy Pieri, Director

EXCUSED: John Sobiecki

The meeting was called to order at 6:33pm. New trustee Joyce Becker was sworn in by board president A. Baldwin.

On a motion by Y. Caldwell with a second by T. Wright, the board approved the 2009-10 slate of officers as presented by the nominating committee. Officers are: A. Baldwin, president; J. Sobiecki, vice- president; N. Smith, secretary; T. Wright, treasurer; P. Koburger, assistant treasurer, Y. Caldwell, UHLS representative.

Aaron Baldwin announced the following committee appointments: J. Becker and N. Smith, personnel committee; P. Koburger and T. Wright, nominating committee; J. Sobiecki and P. Koburger, building and grounds committee; N. Smith , Y. Caldwell, N. Pieri and staff representative, marketing and fundraising committee.

MINUTES

Minutes of the 15 June trustees meeting were approved as written, on a MOTION by T. Wright with a second by P. Koburger. Minutes of the 6 July special 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 June (Manual Disbursements for June \$215,140.74; Cash Disbursements/Accounts Payable for July \$53,906.80; Capital Projects Fund/Hand-Drawn Checks for June \$250.49; Total \$269,298.03).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for June 1-30.

TRANSFERS

On a MOTION by T. Wright with a second by P. Koburger, the board authorized end-of-year transfers of funds among several budget lines.

On a MOTION by T. Wright with a second by P. Koburger, the board authorized the increase of the 2008-09 fiscal year Capital Project budget by \$308.94. These funds were received as interest on the Capital Project account from 7.1.08 through 6.30.09 and will be added to the Capital Project Fund on budget line 245 Landscape Project.

PERSONNEL REPORT

The board noted the personnel report.

DIRECTOR'S REPORT

The board noted the director's report. The board ratified authorization of the bill from Titan Roofing to correct the roof drainage problem (one abstention). On behalf of the board, A. Baldwin expressed gratitude for Jeanne Biggins' nine years of service. The board will honor her with a book donation to the library.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

OLD BUSINESS

Project PARC

On a MOTION by T. Wright with a second by N. Smith, the board voted to accept the bid in the amount of \$501,400 tendered by Rosch Bros. for the contract to expand and improve the library parking lot (one abstention). This was the lowest responsible bid for the work. The project was initially publicized in the library newsletter, on the library website, and in the library's *Spotlight* column. Developments will be publicized on a regular basis in the *Spotlight* column, on the library website and message board, and in the library newsletter.

A preconstruction meeting is scheduled for Tuesday July 14. An announcement letter will be mailed to neighbors on Borthwick, Delaware, Nathaniel, Stratton and McMillan.

Marketing/Fundraising committee

Communication Services has been engaged to guide the library with its branding and fundraising endeavor. Invitations to participate in focus groups will be extended to trustees, staff, adults, teens, parents of storytime children, and seniors.

Teen space

Expanded space may have contributed to the 40% increase in YA fiction circulation. Cost for furniture and computer stations came in well under budget.

Transfer of building title

The transfer requires public approval on the May 2010 ballot. N. Pieri will ask for a response from the school district by the end of this year, to allow sufficient time for publicity.

NEW BUSINESS

Authorizations

On a MOTION by T. Wright with a second by P. Koburger, the board approved the 2009-10 authorization list. There are no changes to this list since last year.

Project PARC bids

See under OLD BUSINESS.

PILOT agreement

On a MOTION by T. Wright with a second by N. Smith, the board authorized A. Baldwin to sign the Memorandum of Understanding with the Bethlehem Central School District that defines the *pro rata* share of payment in lieu of taxes for the period 2009-2011.

PRESIDENT'S REPORT

Advocacy topic of the month: PARC.

Aaron Baldwin asked for a representative to the next Friends executive board meeting on July 20; N. Smith will attend.

On a MOTION by J. Becker with a second by P. Koburger, the board meeting was adjourned at 7:35pm.

Prepared by

Cosigned by

Louise Grieco, recording secretary

Aaron Baldwin, board president