

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 10 August 2009

PRESENT Aaron Baldwin
Joyce Becker
Yolanda Caldwell
Penelope Koburger
Nancy Smith
John Sobiecki

Nancy Pieri, Director

EXCUSED: Tamra Wright

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

MINUTES

Minutes of the 13 July trustees meeting were approved as written, on a MOTION by P. Koburger with a second by N. Smith.

FINANCIAL REPORT

On a MOTION by P. Koburger with a second by J. Sobiecki, the board approved the Financial Statement dated 31 July (Manual Disbursements for July \$188,836.96; Cash Disbursements/Accounts Payable for August \$60,018.91; Capital Projects Fund/Hand-Drawn Checks for July \$30,124.75; Total \$278,980.62).

Accounts clerk Ilene Eisner will review general information about the monthly financial reports at the September board meeting.

Tax revenues have not yet been received.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for July 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. The gap in the roof flashing has been recaulked. N. Pieri will be away the week of August 17; IT head Geoff Kirkpatrick will be available at extension 3022. A. Baldwin will be away the week of August 24; J. Sobiecki will be available.

UPPER HUDSON LIBRARY SYSTEM REPORT

Next meeting Wednesday August 12; no report.

OLD BUSINESS

Project PARC

Change orders: 1.) obstructing tree has been removed to accommodate construction in Phase I; 2.) Town-compliant sidewalk cuts will be installed; 3.) a step-down fence will be installed next week at the Hoffman property line; 4.) hydrants will be changed to a locking model that lies flush to the ground, total additional cost \$420; 5.) P. Koburger has approached the Bethlehem Garden Club re donating a tree.

Marketing/Fundraising committee

Focus group for trustees has been scheduled for September 8 at 6:30pm. Lists have been compiled for the remaining focus groups; invitation letters will be sent in the next few days.

Revised PILOT Memorandum of Understanding

BCSD has provided a revised draft, which will be examined by the library attorney. N. Pieri and T. Wright will meet with BCSD financial officer Judi Kehoe in December.

Trustee workshop

UHLS trustee workshop will be held Thursday September 24, 5:30-9:30pm. N. Pieri asked trustees to let her know if they wish to attend; she will take care of registration.

NEW BUSINESS

TV studio project

On a MOTION by John Sobiecki with a second by P. Koburger, the board authorized N. Pieri to engage C.T. Male for design and monitoring of asbestos abatement in the TV-18 studio ceiling. C. T. Male's estimated fee is \$1,550.00-\$2,220.00, to be paid from the Building and Grounds line. The work may require closing the studio for 3-5 days.

Bethlehem Voyage 400

Y. Caldwell, who has been acting as event planner for this all-day family event, invited trustees to attend on August 16.

Credit card service

N. Pieri is looking into offering this service at the checkout desk. The service would meet a fairly regular request by patrons.

PRESIDENT'S REPORT

N. Smith will attend the next Friends executive board meeting on August 21.

On a MOTION by J. Becker with a second by P. Koburger, the board meeting was adjourned at 7:20pm.

Prepared by
Louise Grieco, recording secretary

Cosigned by
Aaron Baldwin, board president

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