

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 14 September 2009

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

Nancy Pieri, Director

Ilene Eisner, Account Clerk II

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

Account Clerk Ilene Eisner reviewed the format and content of the library's monthly financial statements, and answered trustees' questions.

The regular meeting began at 6:55pm.

MINUTES

Minutes of the 10 August trustees meeting were approved as amended, on a MOTION by Y. Caldwell with a second by N. Smith (1 abstention).

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 August (Manual Disbursements for August \$239,047.11; Cash Disbursements/Accounts Payable for September \$50,266.85; Capital Projects Fund/Hand-Drawn Checks for August \$71,440.00; Total \$360,753.96).

Tax revenues are expected shortly.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for August 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 board extended congratulations to Geoffrey Kirkpatrick on his election as vice-president/president elect of NYLA's Public Libraries Section.

UPPER HUDSON LIBRARY SYSTEM REPORT

- UHLS is hosting an open house on September 30, 9:30am-4pm; all are invited.
- Y. Caldwell attended a UHLS grant-writing workshop, well presented by Jo-Ann Benedetti and Mary Fellows. Y. Caldwell suggested the library pursue additional grants for programs.
- The new courier is providing reliable service.
- Despite low response, the UHLS trustee workshop will be held as planned on Thursday September 24, 5:30-9:30pm.
- One construction grant application was rejected; the funds will be forwarded to Albany Public Library as they had not received the maximum allowable grant money.
- Senator Breslin has indicated availability of funds for public libraries; N. Pieri has contacted his office.

OLD BUSINESS

Project PARC

- Recent TU blog made reference to designated parking for library employees. As a point of clarification, the newly configured lot will not designate employee spaces; library staff will be encouraged to park in the spaces most remote from the library entrance.
- New parking spaces are 20' x 9'—deeper and wider than the old spaces.
- The project will include all new signage; A. Baldwin expressed concern that new signs be informational as well as directional.
- N. Pieri will procure drawings of patron shelter for board review.
- Parking lot lighting is on order but has not been shipped; expected delivery date is mid-November. Electrician will provide a few temporary floodlights; shorter days necessitate some kind of lighting in the interim.
- Water tap hookup by the Town is scheduled for early tomorrow morning.

Marketing/Fundraising committee

Focus group for trustees met on September 8 at 6:30pm. Invitation letters were sent to the remaining groups. Senior citizens, teens, and adults have met; parents group will be postponed to accommodate unforeseen PTA meetings.

Revised PILOT Memorandum of Understanding

Examination of revised draft still pending.

TV studio project

The acoustic ceiling (blown asbestos) will be scraped. Rather than contract out for a dropped ceiling, the existing regular ceiling will be refurbished. On a MOTION by T. Wright with a second by J. Sobiecki, the board authorized acceptance of the bid by Dona-Tech to abate the

acoustic ceiling, in the amount of \$8,100; this company also performed the asbestos abatement for 53 Borthwick and the garage. The work will be done in early December; the meeting room schedule precludes earlier scheduling.

NEW BUSINESS

UHLAN contract revision

On a MOTION by P. Koburger with a second by N. Smith, the board approved a proposed amendment to Appendix 1 of the 2009-2010 UHLAN contract, changing the number of meetings from 10 times a year to 6 times a year.

PRESIDENT'S REPORT

Advocacy topic is PARC and marketing/branding.

On a MOTION by Y. Caldwell with a second by T. Wright, the board meeting was adjourned to executive session at 7:30pm, to discuss the performance of a particular person.

On a MOTION by J. Becker with a second by J. Sobiecki, the board adjourned executive session at 8:10pm.

On a MOTION by J. Becker with a second by J. Sobiecki, the regular board meeting was adjourned at 8:10pm.

Prepared by
Louise Grieco, recording secretary

Cosigned by
Aaron Baldwin, board president