

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Tuesday 13 October 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 6:30pm.

MINUTES

Minutes of the 14 September trustees meeting were approved as amended, on a MOTION by P. Koburger with a second by T. Wright.

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 30 September (Manual Disbursements for September \$190,927.92; Cash Disbursements/Accounts Payable for October \$50,638.53; Capital Projects Fund/Hand-Drawn Checks for September \$156,750.00; Total \$398,316.45).

Tax revenues are coming in. N. Pieri clarified status of grant money receipts. Electric costs in the first two months with the alternate supplier (Energy Plus) do not yet show a significant decrease; the board will monitor this item during the next few months.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for September 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.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report (meeting next week).

## OLD BUSINESS

### *Project PARC*

- Concrete sidewalks will be poured tomorrow; pavers follow.
- Planting has not yet begun; this aspect of the project may have to be postponed until spring.
- In the interest of safety, tree stumps on the berm should be removed before the winter; N. Pieri will check on plans for new planting in that area.
- Shelter trim will match trim on library building; shelter will be delivered in December.
- Mason will reassemble bricks for the library sign; new lettering has been ordered.
- Directional signage is needed ASAP; this was a point of discussion at last week's project meeting.
- The six parking spaces for the disabled will be "double-wide" to accommodate vans.

### *Marketing/Fundraising committee*

All focus groups have met; a report from Libby Post is expected soon.

### *Revised PILOT Memorandum of Understanding*

On a MOTION by T. Wright with a second by N. Smith, the board authorized A. Baldwin to sign the revised PILOT Memorandum of Understanding with Bethlehem Central School District, on behalf of the library.

### *TV studio project*

Abatement project for TV-18 studio is scheduled for December 2-4. There will be no impact on lobby traffic.

### *Other*

N. Smith attended the September Friends meeting. Some concern was expressed by members not receiving the notification letter re: PARC, which was sent to the immediate neighborhood and, as a courtesy, to the co-presidents of the Friends. Friends are supportive of the PARC project. The group is planning more bus trips and an antique appraisal event. Furthering the relationship between the Friends and the board will be a New Business item on the November board meeting.

## NEW BUSINESS

### *Fence along the back parking lot*

AFSCO, who installed the fence on the Butland property line along the new exit driveway, submitted proposals to repair or replace the fence along the back parking lot. The board will revisit this item in the spring.

### *Benches*

Donations for three benches for the new PARC grounds will be solicited from N. Pieri's list of interested donors. The marketing/fundraising committee will prepare a list of possible future donation projects.

*Tutor policy*

A boardmember reported a language-learning session in the periodicals lounge; the tutor policy and patron conduct policy were reviewed. N. Pieri will alert her staff to attend to policy violations.

PRESIDENT'S REPORT

No report.

On a MOTION by Y. Caldwell with a second by J. Becker, the board meeting was adjourned to executive session at 7:40pm, to discuss the performance of a particular person.

On a MOTION by T. Wright with a second by P. Koburger, the board adjourned executive session at 7:57pm.

On a MOTION by T. Wright with a second by P. Koburger, the regular board meeting was adjourned at 7:57pm.

Prepared by  
Louise Grieco, recording secretary

Cosigned by  
Aaron Baldwin, board president