

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 9 November 2009

PRESENT     Aaron Baldwin  
              Joyce Becker  
              Penelope Koburger  
              Nancy Smith  
              John Sobiecki  
              Tamra Wright  
  
              Nancy Pieri, Director

LATE         Yolanda Caldwell (7:30pm)

GUESTS      Geoff Kirkpatrick (new assistant director)  
              Susan Birkhead (former board president)

The meeting was called to order at 6:30pm. Guest Susan Birkhead thanked the board for completing the PARC project.

MINUTES

Minutes of the 13 October trustees meeting were approved as written, on a MOTION by P. Koburger 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 31 October (Manual Disbursements for October \$275,991.53; Cash Disbursements/Accounts Payable for November \$58,235.37; Capital Projects Fund/Hand-Drawn Checks for October \$87,842.64; Total \$422,069.54).

N. Pieri submitted a three-month breakout comparison between National Grid and the alternate supplier (Energy Plus) which showed increased utility and delivery costs with Energy Plus. The board will continue to monitor this item; N. Pieri will notify Energy Plus that their bills are being monitored.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for October 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. Snowplow contractor has met with Building and Grounds supervisor re new parking lot layout and logistics. Board members were pleased with new teen area and increased transaction numbers in Youth Services. N. Pieri will investigate non-BPA jugs for the staff water cooler.

## UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

## OLD BUSINESS

### *Project PARC*

- Patron shelter has been delivered; assembly is expected tomorrow.
- New lights have been installed; correct lightbulbs are on order.
- Library sign is partially completed; its location helps to mark the entrance driveway.
- J. Sobiecki will facilitate final decision on specifications and location of handicapped parking spots; pitch of adjacent walk needs to be addressed.

### *Marketing/Fundraising committee*

Two scheduled meetings were cancelled because of unforeseen circumstances. The committee will formulate a list of items which are donation-appropriate. Libby Post's focus group report is expected soon.

### *Library title*

The library will schedule a meeting with the school district to clear up various questions re history of ownership.

### *New roof*

The warranty has been validated by the installer, who expects that some ponding will occur. Other repairs have not been addressed by Titan; balance of payment will not be made until these repairs are completed, either by Titan or (after 7 days notice to Titan) another vendor.

## NEW BUSINESS

### *Patron comments*

There is a need for a uniform response procedure for emails from patrons received by board members. It was agreed that N. Smith will field all emails, forwarding operational and policy questions to N. Pieri. N. Smith will answer more general questions, forwarding the patron email and/or her response to board members as appropriate.

### *Collection development policy*

Assistant Director Geoff Kirkpatrick reviewed the library's philosophy and practices with regard to building and maintaining collections.

*Construction grants*

Assistant Director Geoff Kirkpatrick proposed gathering information on the feasibility of solar panels to supplement the library's energy sources. NYSERDA incentives, federal stimulus funds and a NYS construction grant could conceivably provide 90% funding for such a project.

Adirondack Solar will be engaged to do a site survey for solar collection panels. N. Pieri and G. Kirkpatrick will pursue funding avenues.

**PRESIDENT'S REPORT/ADVOCACY TOPIC**

Advocacy topic is completion of the PARC project. On behalf of the board, A. Baldwin congratulated G. Kirkpatrick on his new position.

On a MOTION by T. Wright with a second by J. Sobiecki, the meeting was adjourned at 7:57pm.

Prepared by  
Louise Grieco, recording secretary

Cosigned by  
Aaron Baldwin, board president