

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

PRESENT Aaron Baldwin
 Joyce Becker
 Penelope Koburger

 Nancy Pieri, Director

EXCUSED Nancy Smith
 John Sobiecki
 Tamra Wright

LATE Yolanda Caldwell (6:45pm—quorum achieved)

GUESTS Alan Walther of the Bonadio group (auditors)

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

AUDIT REPORT

Alan Walther of the Bonadio group reviewed the audit report for FY 2008-09. The auditors gave the library an unqualified opinion, the highest level of assurance.

MINUTES

Minutes of the 9 November trustees meeting were approved as written, on a MOTION by P. Koburger with a second by Y. Caldwell.

FINANCIAL REPORT

On a MOTION by P. Koburger with a second by Y. Caldwell, the board approved the Financial Statement dated 30 November (Manual Disbursements for November \$192,204.24; Cash Disbursements/Accounts Payable for December \$46,065.45; Capital Projects Fund/Hand-Drawn Checks for November \$13,245.18; Total \$251,514.87).

The balance of state aid designated for libraries through UHLS will be withheld by the state in light of state budget issues.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30.

TRANSFERS

There were no transfers. It was noted for the record that a resolution re transfers for capital projects will be forthcoming for accounting purposes.

PERSONNEL REPORT

The board noted the personnel report. Anne Colletta has been hired part-time for a YA position temporarily open because of maternity leave.

DIRECTOR'S REPORT

The board noted the director's report.

- Electric bills are decreasing slightly, but change of service has not yielded significant savings as promised.
- In response to a query re lower interlibrary loan numbers, N. Pieri advised that these numbers need to be examined in the course of a year rather than month by month.
- Door count is up, despite inconveniences of the PARC project.

UPPER HUDSON LIBRARY SYSTEM REPORT

UHLS Administration Committee is evaluating the UHLS director. Bad weather forced cancellation of the December meeting.

OLD BUSINESS

Project PARC

- A conference call among N. Pieri, A. Baldwin and CLAsite determined that the 8-foot lanes required between handicapped spaces is a state building code, not an ADA requirement. Four code-compliant spaces and three courtesy spaces for adults with small children will be accommodated in the front row; two additional handicapped spaces will be accommodated directly across, in the second row. Concrete was poured on 12/10, asphalt and paver work was done today; construction fences should be down by the week's end.
- Most of the signage has been installed; the library will order and install handicapped parking signs. Minor finishing jobs will be completed in the spring. The library has assumed cost of sealcoating and striping, which will be done in the spring.
- Shelter company delivered the wrong model; it is not equipped with sides or benches. Contractor plans to retrofit.

Marketing/Fundraising committee

N. Pieri and Communication Services held a preliminary meeting to discuss focus group results; Libby Post will meet with the board before the January board meeting, at 6pm.

Library title

N. Pieri and A. Baldwin met with BCSD superintendent Michael Tebbano and the Board of Education to review the library's request to transfer title of building and grounds to library trustees. N. Pieri is seeking an opinion from the Division of Library Development re the school district's continued bonding obligations.

NEW BUSINESS

Insurance Payment Policy revision

N. Pieri reviewed the purpose of this policy. A revision was suggested; the policy will be reexamined at the January meeting.

Public phone booth

Verizon removed the public phone booth from the lobby last week, without prior notice. Verizon has stated the booth can be reinstalled for a rental fee of \$75 a month. J. Becker reported that all phone booths in the Town Hall have also been removed. A. Baldwin expressed a wish to have a house phone available to the public for routine matters as well as emergencies. This item was tabled until the January meeting.

On a MOTION by A. Baldwin with a second by Y. Caldwell, the meeting was adjourned to executive session at 7:55pm, to discuss a contractual issue.

On a MOTION by A. Baldwin with a second by Y. Caldwell, the executive session adjourned at 8:07pm.

On a MOTION by A. Baldwin with a second by Y. Caldwell, the regular meeting adjourned at 8:07pm.

Prepared by
Louise Grieco, recording secretary

Cosigned by
Aaron Baldwin, board president