

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 11 January 2010

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

Nancy Pieri, Director

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

MINUTES

Minutes of the 14 December 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 December (Manual Disbursements for December: \$200,076.76; Cash Disbursements/Accounts Payable for January: \$60,894.16; Capital Projects Fund/Hand-Drawn Checks for December: \$91,705.95; Total: \$352,676.87).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31.

BUDGET INCREASE RESOLUTION

On a MOTION by T. Wright with a second by J. Sobiecki, the board authorized the increase of the FY 2009-2010 budget from \$3,806,983.00 to \$4,021,973.00.

A portion of the increase, valued at \$14,990.00, is for a grant of \$9,990.00 received in July 2009, and a grant of \$5,000.000 received in October 2009. Both grants have been applied to the roofing project, budget line H250.

The balance of the increase, valued at \$200,000.00, is an estimate of the amount remaining to be paid for the current capital projects beyond the original budget. The amount will be transferred from the fund balance and applied to budget line 490, Capital Expenditures, as anticipated when the PARC project was approved.

TRANSFERS

There were no transfers.

PERSONNEL REPORT

The board noted the personnel report.

DIRECTOR'S REPORT

The board noted the director's report.

- Snow removal on brick walkways suggests purchase of a power brush. N. Pieri will investigate costs.
- The library no longer has access to ValueLine and Consumer Reports databases; standalone costs will be determined.
- A summary of M.T. Thomas' report on 2005-09 collection size and circulation will be forthcoming.
- Board consensus was unanimous to restore National Grid as the library's supplier of electric power; a motion will be presented at the February meeting.
- Draft of the 2010-11 budget is being developed; goal is for the levy to remain steady and the budget to decrease.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

OLD BUSINESS

Marketing and fundraising committee

The committee met with Libby Post and asked for some adjustments to the material presented. The board will meet with Ms. Post on February 17 at 6:30pm to review this material.

Library title

Board consensus was that more information and formal documents are needed before a decision can be made. N. Pieri will verify OGS and Dormitory Authority as potential bonders.

NEW BUSINESS

Insurance Payment Policy revision

On a MOTION by T. Wright with a second by P. Koburger, the board approved the library's revised Insurance Payment Policy.

Meeting Room Policy revision

On a MOTION by P. Koburger with a second by N. Smith, the board approved the library's revised Meeting Room Policy. Purchase of a new piano was suggested; this might be a future marketing/fundraising item.

Interlibrary Loan guidelines

Because of the volume of Bethlehem's ILL requests and provision in larger UHLS libraries for their own ILL service, Bethlehem Public Library will now honor requests only if the patron's home library is Bethlehem or if a patron's home library does not offer out-of-system service. Board consensus was favorable.

CLAsite billing

N. Pieri was authorized to resolve CLAsite's outstanding invoice for unscheduled professional services for a sum less than the \$18,373 billed. Future visits by CLAsite will be scheduled on a per diem basis with the library's express approval.

Designated parking spaces

The seven parking spaces for disabled patrons will be retained, as accessibility was a key element of the PARC project. There was no consensus for designating two of those spaces for parents with young children. Such provision is not mandated by law, and would hardly be sufficient given the sheer number of visits by parents with children. It was proposed that a general cautionary sign be posted.

OPEB actuarial report

N. Pieri will talk with BCSD and the Town about their handling of this matter.

Trustee election

Two seats will be on the ballot in May.

Other new business

Assistant director G. Kirkpatrick is awaiting a reply from NYSERDA re a solar energy grant; he expects to hear no sooner than May of this year. Our potential share will be included in the 2010-11 budget. The library's gas bill is down, attributed to roof replacement, skylight insulation and window film.

On a MOTION by T. Wright with a second by N. Smith, the meeting was adjourned to executive session at 8:10, to discuss the performance of a particular person.

On a MOTION by T. Wright with a second by N. Smith, the executive session adjourned at 9:04pm.

On a MOTION by T. Wright with a second by N. Smith, the regular meeting adjourned at 9:04pm.

Prepared by
Louise Grieco, recording secretary

Cosigned by
Aaron Baldwin, board president