

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday 12 April 2010

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

Nancy Pieri, Director  
Geoff Kirkpatrick, Assistant Director  
Louise Grieco, recording secretary

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

MINUTES

Minutes of the 8 March trustees meeting were approved as written, on a MOTION by T. Wright 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 March 2010 (Manual Disbursements for March: \$187,884.25; Cash Disbursements/Accounts Payable for April: \$40,732.32; Capital Projects Fund/Hand-Drawn Checks for February: \$0.00; Total: \$228,616.57).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 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. Skylight leaking continues; library holds \$3,800 retainage until problems are corrected.

UPPER HUDSON LIBRARY SYSTEM REPORT

No report.

OLD BUSINESS

*Marketing and fundraising committee*

On a MOTION by Y. Caldwell with a second by T. Wright, the board authorized N. Pieri to engage Erica Dievendorf of Fox Creative Services to design a logo and provide graphic

standards at a cost not to exceed \$2800; N. Pieri will request an updated proposal. The committee will provide samples, timeline and list of materials requiring the new logo at the next board meeting.

*Solar panel project*

Return on investment for solar panels is estimated at five years. Assistant director G. Kirkpatrick will meet with NYSEDA to discuss other funding sources. J. Sobiecki will contact SED to discuss possibility of an LSTA grant.

*Budget presentation*

The May board meeting will begin at 6pm to allow for public presentation of the proposed library budget. Board candidate petitions must be filed by 5pm on Monday April 19. Election and budget will be the subject of an upcoming library column in the *Spotlight*.

NEW BUSINESS

*CLAsite proposal*

N. Pieri reviewed the circumstances leading up to the latest proposal for additional professional services submitted by CLAsite. On a MOTION by J. Sobiecki with a second by N. Smith, the board approved the proposal as amended to include a stipulation that future billing is not to exceed \$2,000 plus direct expenses, that travel expenses be billed at the 2010 Federal rate of 50 cents per mile, and that expenses as stipulated in Part 4 section C shall be billed at cost only. The library still holds \$80,000 retainage on this project.

*Medicare Part B*

On a MOTION by T. Wright with a second by P. Koburger, the board approved to continue reimbursement of Part B costs to all current eligible local retirees at the rate of \$96.40.

*Fence, shed, directional signpost*

N. Pieri will procure three bids to replace fencing along the back parking lot. Hedge on the Butland property line will be restored and augmented. N. Pieri will procure bids for a “wayfinder” sign at the parking lot’s “T” intersection adjacent to the shed. Custodial staff will paint the shed to resemble the former garage.

*Other new business*

N. Pieri will investigate options to replace the glass wall and slider in the staff kitchen with a more energy-efficient aluminum storefront system.

PRESIDENT’S REPORT/ADVOCACY TOPIC

Aaron Baldwin appointed T. Wright and N. Smith to the nominating committee. Slate of officers is due at the July board meeting.

On a MOTION by P. Koburger with a second by J. Sobiecki, the meeting adjourned at 7:55pm.

Prepared by

Cosigned by

Louise Grieco, recording secretary

Aaron Baldwin, board president