

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 14 June 2010

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

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

EXCUSED: John Sobiecki

GUESTS: John McCarthy, trustee-elect

President A. Baldwin called the meeting to order at 6:30pm. On behalf of trustees and staff, he thanked departing trustee P. Koburger for her years of dedicated service to the board and valuable assistance with regard to the library grounds. N. Pieri thanked departing trustee A. Baldwin on behalf of the staff for his service and able leadership.

MINUTES

Minutes of the 10 May trustees meeting were approved as written, on a MOTION by P. Koburger with a second by T. Wright. N. Pieri reviewed the library's TV-18 practices and obligations.

FINANCIAL REPORT

On a MOTION by T. Wright with a second by P. Koburger, the board approved the Financial Statement dated 31 May 2010 (Manual Disbursements for May: \$194,750.59; Cash Disbursements/Accounts Payable for June: \$37,138.21; Capital Projects Fund/Hand-Drawn Checks for May: \$4,787.05; Total: \$236,675.85).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for May 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. N. Pieri provided the following updates:

- The new fencing will be installed beginning Wednesday; letters have been sent to owners of adjacent property, inviting queries.
- The wayfinder sign for the parking lot will be installed Wednesday.

- 2010-11 Writers and Friends authors have been contracted: Ann Hood and Lee Woodruff.
- Missing pieces of patron shelter have been promised for mid-June; landscaping punch list is still outstanding.

UPPER HUDSON LIBRARY SYSTEM REPORT

- A new NYS trustee handbook will be distributed next month; it contains major revisions.
- This fiscal year's construction grant deadlines have been set; because of state budget delays, applications have not yet been posted. Bethlehem Public Library will not initiate any construction projects this year.
- Tim Burke has been selected as the new UHLS director. He is former acting director/assistant director of Albany Public Library.
- New UHLS officers: president, Mary Muller; vice-president, Bill Colgan; secretary, Yolanda Caldwell; treasurer, Mary Alice Molgard.

OLD BUSINESS

Staff kitchen slider

On a MOTION by Y. Caldwell with a second by P. Koburger, the board ratified previous approval of a proposal in the amount of \$4,767.00 from Dave's Glass to replace the glass slider door in the staff kitchen. The door will be installed on the morning of June 18, when the library is closed for Staff Development Day.

Marketing/fundraising committee

- The committee has selected a new logo design; samples of new business card, library card and newsletter banner were distributed.
- The committee has decided to offer three memorial benches at a cost of \$1,500 each. Total cost to the library of benches plus delivery is \$1,489. The benches will be identical to those already on the property. A new vendor for the bronze plaques will have to be found, as the job is too small for the previous vendor.
- The committee brainstormed other fundraising ideas: naming the local history room; furniture for local history room; board room AV equipment; outdoor stage replacement; picnic tables; program series.
- A. Baldwin indicated that the Delmar Rotary has requested a list of possible fundraising projects; he will follow up.
- A. Baldwin observed that the committee's work on logo selection has served as a suitable springboard for a long-term fundraising initiative.

Post-retirement benefits

A valuation of post-retirement benefits prepared by the Harbridge Consulting Group was distributed. This document is required as part of an unconditional rating by auditors. The document is kept current by annual updates at minimal cost. The auditor has been notified and will review implications of this valuation with the board at a future meeting.

NEW BUSINESS

Draft strategic plan

N. Pieri reviewed this draft document, which is based on results of recent focus groups. A. Baldwin suggested this topic be made a running agenda item for the next few months. Board consensus was that the draft continue to be developed.

PRESIDENT'S REPORT/ADVOCACY TOPIC

No report. Advocacy topics: Summer Reading Program, Evenings on the Green, wireless printing.

On a MOTION by T. Wright with a second by J. Becker, the meeting adjourned to executive session at 7:20pm, to discuss a contractual issue.

On a MOTION by T. Wright with a second by N. Smith, executive session adjourned at 7:47pm.

On a MOTION by P. Koburger with a second by T. Wright, the board of trustees elected not to participate in the 2010 Retirement Incentive Program (Chapter 105, NYS Laws of 2010).

On a MOTION by T. Wright with a second by Y. Caldwell, the regular board meeting adjourned at 7:48pm.

Prepared by

Louise Grieco, recording secretary

Cosigned by

Aaron Baldwin, board president