

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday 12 December 2011

PRESENT: Joyce Becker
Yolanda Caldwell
Penny Koburger
Jeremy Martelle
John McCarthy
John Sobiecki

Geoffrey Kirkpatrick, director
Louise Grieco, recording secretary

EXCUSED: Tamra Wright

GUESTS: Frank Somers, adult services librarian

J. Sobiecki called the meeting to order at 6:30pm.

STAFF PRESENTATION

Frank Somers reviewed his work as volunteer coordinator for adult services. Three volunteers from the community—one high school student and two adults—have been trained to digitize and index the library's yearbook collection. This work was begun last year by our UAlbany library school intern. Yearbooks from 1929-1945 are now available for viewing on our website; faculty and senior class are indexed.

The adult volunteers are regular patrons who want to give back to the library; the student is fulfilling requirements for the high school's Participation in Government (PIG) program.

AUDITOR

Rick Bigham of the Bonadio Group reviewed their draft 2011 audit report for Bethlehem Public Library. They found no significant difficulties, and gave the library their unqualified acceptance rating. Final report will be submitted for the record within the week.

Trustees discussed auditor-recommended protocol re ACH wire transfers; J. Martelle suggested reviewing Berkshire Bank's validation capability.

MINUTES

Minutes of the 14 November trustees meeting were approved as amended, on a MOTION by Y. Caldwell with a second by P. Koburger.

FINANCIAL REPORT

On a MOTION by J. McCarthy with a second by Y. Caldwell, the board approved the Financial Statement dated 30 November 2011 (Manual Disbursements for November \$567,111.88; Cash Disbursements/Accounts Payable for December \$55,566.80; Capital Projects Fund/Hand-Drawn Checks for November \$70.50; Total: \$622,749.18.)

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30, 2011.

LIQUIDATION

On a MOTION by Y. Caldwell with a second by P. Koburger, the board authorized the liquidation of the retirement account reserve in the amount of \$96,000. This amount is needed to pay the balance due to the New York State Retirement System.

TRANSFER

On a MOTION by Y. Caldwell with a second by P. Koburger, the board authorized the transfer of \$50,000 from the librarian salary line (#150). \$25,000 will be transferred to Adult Books (#300) and \$25,000 to Audiobooks (#305). This transfer is a revision to last month's transfer authorization from Professional Services (#450).

RESOLUTION

A draft resolution with regard to the tax cap was tabled until more information is available from the school district.

PERSONNEL REPORT

The board noted the personnel report.

DIRECTOR'S REPORT

The board noted the director's report. Additional items:

- The library's licensing agreements cover outside groups screening films on library premises. A group will be asked to submit the film title; if the film is not covered under our licensing agreements, the group will be required to obtain permission on their own.
- Circulation numbers for adult books have been decreasing; funds transferred to the adult books budget line for new titles and ebooks should correct this trend.
- UHLS is working on a usage survey for ebooks. G. Kirkpatrick will add our ebook circulation stats to his monthly statistical report.

UPPER HUDSON LIBRARY SYSTEM REPORT

There is no meeting in December. On November's agenda:

- East Greenbush library's new circulation restrictions (see memo)
- Guilderland library's proposed building project (see director's report)
- recommendations by the UHLS ad hoc committee for e-content (see committee report)

OLD BUSINESS

UHLS CORE trustee training

This training will be held Monday 9 January 2012, 6-8pm, to be followed by a short board meeting. J. Sobiecki urged all trustees to be present.

NEW BUSINESS

Collection development policy

A draft revision was distributed. This policy is subject to board review every five years. These draft revisions simplify and update the policy to reflect current collection realities. This item was tabled for trustee review and comparison.

BCN-TV memorandum of understanding

On a MOTION by P. Koburger with a second by J. McCarthy, the board approved the memorandum of understanding presented by the Town of Bethlehem with regard to parties' responsibilities and PEG fund distribution.

Other new business

On a MOTION by Y. Caldwell with a second by P. Koburger, the board approved (one abstention) the request by a library patron to place a geocaching site on library grounds. This is a Bethlehem Central High School math project and therefore localized. Activity would be restricted to hours the library is open.

PRESIDENT'S REPORT

School district offices at 90 Adams Place

J. Sobiecki spoke with BCSD superintendent Michael Tebbano, who confirmed that there has been no discussion to donate this property to the library.

Glenmont development

J. Sobiecki has placed a call to developer Mike Morelli re availability of space for a possible unmanned auxiliary location for the library.

EXECUTIVE SESSION

On a MOTION by Y. Caldwell with a second by J. Becker, the board convened an executive session at 8:28pm to discuss a personnel matter.

On a MOTION by P. Koburger with a second by J. McCarthy, the board adjourned executive session at 8:45pm.

On a MOTION by J. Becker with a second by J. Martelle, the regular board meeting was adjourned at 8:46pm.

Prepared by

Louise Grieco, recording secretary

Cosigned by

J. Sobiecki board president