

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday April 9, 2018

PRESENT: Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney
Joyce Becker
Caroline Brancatella

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Mark Kissinger

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Dennis Kariious
Nancy Benedict

President M. Redmond called the meeting to order at 6:01pm.

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 12 March 2018 board meeting were approved unanimously on a MOTION by B. Sweeney with a SECOND by L. Scoons. J. Becker recused herself from the vote. K. Roberts noted that the months listed in the financial report vote were incorrect and will be fixed on the final draft.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 March 2018 (Manual Disbursements for March \$40,548.04; Cash Disbursements/Accounts Payable for April \$61,343.41; Trust & Agency Disbursements/Salaries for March \$163,962.41; CapProject Fund/Hand-Drawn Checks for April \$1,868.80; Total: \$267,722.66).

G. Kirkpatrick said the Wi-Fi hotspots sponsored by the Friends were ordered last month with the expense reflected in the current financial report. He said the Friends donated the devices and service for one year, but they intend to continue sponsoring the service.

H. Narang asked to what extent state budget decisions could affect the library. G. Kirkpatrick said that the amount received from state funds is relatively small, and the biggest effect would be on the community's perception of acceptable tax load.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31, 2018.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

The board heard a proposal to combine the part-time positions of studio manager and television production assistant into a full-time library assistant position, based on how the library envisions providing assistance in the studio. G. Kirkpatrick said the position would be considered budget neutral and would allow the public services depart the flexibility to offer service and training in the studio during most business hours. The position is not intended to provide full-time help in the studio but rather free up others to help by spreading the work among multiple staffers.

The board agreed to continue the personnel discussion at a later date.

DIRECTOR'S REPORT

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

- The asbestos abatement in the maintenance office is the first major part of the HVAC project to be completed. The trucks and signs were very visible so there were some questions from the public, but most were easily answered with additional information. Clough Harbour conducted air quality testing through the process, and it passed with flying colors.
- A Times Union article highlighted the free gallery spaces inside libraries. Bethlehem's space is unique in that it is in the hallways so the exhibit is not closed off when meeting rooms are in use. The reporter was surprised to hear that exhibit space is booked 2-3 years out.
- Board members asked if those groups that booked the board room are being kept apprised of the fact that it may be closed to public use for a time. G. Kirkpatrick said M. Guiffre has been working hard to communicate with all of the groups that might be affected. J. Becker noted that there was construction going on at Town Hall, so backup rooms in town may also be affected.
- B. Sweeney asked when the board might be ready to hear a report on the discussions about Freegal, a streaming music service the board and staffers have been looking into. G. Kirkpatrick said next month might be a good time to talk about the costs and benefits of the service. G. Noble currently has a price quote. Guilderland and Albany libraries used offered Freegal in the past, but it was a different model that did not include a streaming service.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board continues to work on state grant application rules to streamline the process. G. Kirkpatrick noted that the state allocated an extra \$10 million for library construction in the most recent budget.

NEW BUSINESS

Other new business

No other new business was discussed.

OLD BUSINESS

Plaza feasibility review

M. Redmond said that among upcoming capital projects, everyone on the board is in agreement that something needs to be done to remedy the icing on the plaza. The board reviewed the feasibility study presented by GPI last fall that outlined a series of fixes, with the most expensive all-inclusive solution costing around \$450,000. The estimate provided by GPI broke things down into smaller subsections that board members discussed and prioritized.

The board agreed that fixing the walkway on the center island berm was a low priority, and they talked about whether the walkway or the height of the berm were even necessary. At this time, the library simply closes the walkway when it is unsafe.

To address drainage issues with the handicapped parking spaces and accessible walkway, GPI proposes regrading and the addition of a trench drain. The striped loading zones could be combined to create additional parking spaces. J. Becker suggested the addition of some concrete planters as a barrier to prevent vehicles from straying onto the plaza.

The biggest area of concern is the main entrance pedestrian walkway, which would require regrading the slope to provide proper drainage. A fourth zone deals with the bus shelter and book drop walkway, which has been less of a concern with icing. A part of the study also includes the addition of a heated snowmelt system under some or all of the walkway.

M. Redmond suggested the library speak with someone at DASNY about their snowmelt system and get an idea of what the long-term maintenance costs would be. G. Kirkpatrick said Atria also had a snowmelt system, and he would reach out to them report back by the next meeting. B. Sweeney and H. Narang asked for estimates that would include replacing the pavers with asphalt or concrete. The board said they would like to get some more numbers and a better idea of what they want to do with the plaza before inviting GPI back to discuss the design further. M. Redmond suggested that garden volunteer Ann VanDervort be invited to share any landscaping ideas regarding the plaza.

Fire alarm and security update

G. Kirkpatrick said he would like to get a contractor's estimate for the project so that it will be ready for a NYS construction grant application. He noted that most contractors do the work for free.

HVAC project update

The minutes from a recent project meeting will be included in the April board packet as part of the official record. At the meeting, the timing of the next asbestos abatement was discussed, with the plan that it would take place around the Memorial Day weekend for minimal disruption. The rigging of

the large rooftop units will take place at another time that will likely result in the library having to close for a day. It is still expected to be only a total of 2 days that the library will have to close for HVAC construction.

The library's aging boiler has some major issues with the exhaust pipe, and DASNY is working with M/E to see what costs would be involved in replacing the pipes or just replacing the boiler altogether. The board noted that there are some unassigned contingency funds left, and DASNY has said that the rest of the project seems to be on budget so those monies may be available for the project. H. Narang said he would be interested in seeing in the actual costs and the efficiency difference between the current boiler and a new one.

C. McGinty noted that workers are going to use scaffolding to support the architectural structures suspended from the ceiling in the Children's Place when they do work on the VAV box there. They are also planning to move the VAV box closer to the edge of the structure for easier access in the future.

A change order for the removal and replacement of existing heating isolation valves was submitted by Wilkins for board approval.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved a change order in the amount of \$5,154 for project 3428009999 to remove and replace existing heating isolation valves.

BCN-TV update

The Verizon channel is up and running, but the Spectrum channel is down for a couple more days while the library waits for technicians to reconnect the cable that was installed earlier in the day. All of the broadcasting equipment has been moved to the IT department.

G. Kirkpatrick said outside producers are starting to submit their shows via Dropbox, which streamlines the process. IT hopes to eventually have every program submitted electronically. A PSA form has been created to allow IT to cut and paste the information easily from the form to a broadcast template. The channel has been operational this whole time without a gap in service. Once the HVAC work in the studio space is complete, the library will begin outfitting the space with a one-touch filming system and other equipment. J. Becker asked if the library would reach out to former producers to help them get up to speed. G. Kirkpatrick said that N. McDonough is already working with outside groups and will reach out when the equipment is ready to go. N. McDonough has also been working to get some of the library's own content available on the station and online, including the Hamilton programs and Chris Gibson's talk. G. Kirkpatrick said that the board may need to discuss in the future how to allocate broadcast time slots.

Anti-nepotism policy

G. Kirkpatrick asked the board to further define what the library means by "nepotism" in regard to the policy. C. Brancatella suggested policy wording that indicates the library reserves the right to consider conflicts related to familial relations because it is inclusive enough to give the library some flexibility with respect to hiring. The library attorney has advised that if there is a nepotism policy, the information needs to be included on the application. C. Brancatella said that while it may not be an issue at the library, it is on the radar of the public. She said if the library does choose someone with a familial tie to another employee, that administrators should document why the hiring overcomes the presumption of nepotism.

G. Kirkpatrick said a revised draft of the nepotism policy, as well as a social media policy will be available for the board to review before the next meeting.

Other old business

Trustees were made aware that there is a picture circulating on social media of two youths in the Children's Department playing a first-person shooter game on the computer. This game is not loaded on the computer but was accessed through a browser. The comments that accompanied the picture were suggesting that such activity should not be allowed on library computers. C. Brancatella said it is very much a first-amendment issue and the library is not in the business of regulating content. The library has a very clear Internet use policy that says parents are responsible for monitoring their child's behavior on library computers. C. McGinty said that every time someone uses a library computer they must agree to the policy.

FUTURE BUSINESS

Director evaluation

C. Brancatella and H. Narang will be compiling the information from the evaluation form sent out to the trustees to have it available by the next meeting. H. Narang asked if it was possible to do another staff survey similar to the one last year.

Board treasurer

M. Redmond said she has been looking at the trustee guidelines in the NYLA handbook and would like to see a chart of all the accounting and financial tasks at the library to get an idea of what the job description would be and how a board treasurer position could create a separation of tasks.

Policy updates/schedule

As noted above, the board will have a revised nepotism policy and social media policy to review before the May meeting.

Resource sharing

No additional discussion at this time.

Fines and fees

C. Brancatella said that in her discussions with the public, she was surprised to find that people were lukewarm about going fine free. The board discussed what level of fines would change behavior and if there would not be an incentive to return materials if there weren't any fines. The board also talked about whether a voluntary "guilt jar" would be just as effective since many people want to pay their fines. G. Kirkpatrick said this is a discussion that is ongoing in the library world, and the board can expect to hear more about it.

Board committees

No discussion at this time.

Long-range plan

The previous long-range plan goes through the end of the year so the board will need to discuss a new one. M. Redmond said it ties in with prioritizing capital projects large and small.

Capital projects

No additional discussion.

PUBLIC PARTICIPATION

The following person spoke:

- Dennis Karios: Said he was glad to hear that the BCN-TV studio would reopen soon and asked for some clarification on why the cable company moved the channel to a higher number.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:21pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president