

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday April 8, 2019

PRESENT: Joyce Becker
Caroline Brancatella
Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Marc Gronich

President M. Redmond called the meeting to order at 5:59pm.

PUBLIC PARTICPATION

None

MINUTES

Minutes of the 11 March 2019 board meeting were unanimously approved with the following amendments on a MOTION by B. Sweeney with a SECOND by M. Kissinger.

- M. Redmond noted that the paragraph about the assistant treasurer discussion should note that the board had decided to review whether the position was even necessary.
- The wording about Paul Mays should indicate that, if hired, he would *facilitate* the long-range planning process.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 March 2019 (Manual Disbursements for March \$37,282.82; Cash Disbursements/Accounts Payable for April \$54,698.99; Trust & Agency Disbursements/Salaries for March \$180,575.41; CapProject Fund/Hand-Drawn Checks for April \$224.15; Total: \$272,781.37).

TREASURER'S UPDATE

R. Khalife said he had reviewed all of the financial schedules in the board packet and he was satisfied they were accurate.

- He said that 5 of the 6 firms have indicated they were interested in responding to the library's RFP for auditing services.
- G. Kirkpatrick, T. Choppy and R. Khalife continue to review the financial responsibilities matrix and will have some recommendations after speaking with M. Redmond.
- R. Khalife, G. Kirkpatrick and T. Choppy met with Judy Kehoe, chief financial officer with BCSD, to learn about the district's investment and accounting practices. R. Khalife also has met earlier with Mike Cohen from the town.
- He has been reviewing H Fund activity for the past 10 years and will provide a summary at the next meeting.
- He noted that interest earnings continue to increase favorably.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31, 2019.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick noted that the long list of library clerk actions requested mostly represented a domino effect of internal moves by staffers seeking different available positions following an internal promotion.

One library page position opened due to resignation. The second 6-hour/week position was created from excess hours due to schedule changes.

The request for a temporary technology assistant position would allow the library to bring in help a few hours a week until the new technology assistant starts working at the beginning of May.

The part-time custodial position is open due to a resignation.

PERSONNEL ACTION

On a MOTION by L. Scoons with a SECOND B. Sweeney, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 13.57 hours/week at \$13.45/hour or per contract
- Library clerk, part-time, permanent, 16.57 hours/week at \$13.45/hour or per contract
- Library clerk, part-time, permanent, 11.66 hours/week at \$13.45/hour or per contract
- Library page, part-time, permanent, 6 hours/week at \$11.10/hour or per contract
- Library page, part-time, permanent, 11.67 hours/week at \$11.10/hour or per contract
- Technology assistant, part-time, temporary, 10-15 hours/week at \$18.84/hour or per contract
- Custodial worker, part-time, permanent, 10 hours/week at \$15.45/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick consulted with an attorney regarding the board's question about obtaining the title to the library building from the school district to avoid SED project review delays. The attorney said that although there is a process for the library to obtain the title, construction projects would still need to be reviewed. He noted that there does exist a fast-track review process that comes at a premium, and most architects and designers are aware of it. M. Redmond said that a positive from the discussion is that the board now knows that there is a fast-track process should the library ever need to consider it. The board thanked G. Kirkpatrick for getting clarification on the issue.
- He noted that the fire inspection is state-required, and the school's certificate of occupancy is based on it. The library is now in compliance with all of the findings from this year, but notice has been given about what they could be looking at in coming years. M Redmond requested we follow up with a Library attorney, to determine what latitude we have on the additional findings, particularly removal of all items in hallways.
- G. Kirkpatrick noted that the Bethlehem Chamber did an excellent job with the ribbon cutting, and he was appreciative of all of the officials who spoke at the event.
- The gas bill continues to be high, but a series of fixes to the CO2 monitoring have just been completed, so it's too soon to tell if there will be future reductions. The library is also approaching the end of the heating season.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said annual UHLS celebration will be held Wednesday, June 12, at the Holiday Inn Express in Latham.

NEW BUSINESS

Long-range capital plan proposal

The design services proposal from Butler Rowland Mays was received over the weekend. The total came in at \$41,000 plus reimbursables for three phases of design planning: Existing Conditions, Program and Design.

G. Kirkpatrick said that the design planning process would fulfill the regulatory obligation of the library to create a long range plan focusing on services and facilities. It would also provide a playbook for the next 10 years and map out the collective goals of the library in terms of programming, safety, maintenance and the added value "win" projects, including the use of the 54 Borthwick property. The first phase of the process would include a deep dive in the existing facility needs, which would be of real value to current and future boards. The final phase would result in a conceptual design that would incorporate long-range goals.

B. Sweeney said he had some questions about the cost of the individual phases, and noted that the existing conditions review for \$11,000 seemed reasonable, but the program fee of \$12,000 seemed a bit high for what was being described in the proposal. The board discussed potential reasons for the cost, including a lot of in-person interviews and meetings with the public, but they agreed they would want more details about what would be involved.

The board discussed whether the overall price of the process was reasonable and where savings could be negotiated.

R. Khalife said they should talk to other libraries that have been through the process.

G. Kirkpatrick said the process would help the board figure out a framework as to how they can move forward with their ideas for future library needs and the decisions that need to be made to meet those goals.

C. Brancatella said that while there might not be much room in negotiating for price, the board should really be looking at how they can get the most out of this service in terms of results.

B. Sweeney said he would not want the planning process to slow any progress on addressing the plaza icing issue. M. Redmond said that while she believes the Existing Conditions planning phase is a given, she agrees that it should not delay moving forward with fixing the plaza.

L. Scoons said she would like to see a better breakdown in the proposal of how long each of the phases would be expected to take. C. Brancatella agreed that timeliness in communication and the work involved should be a key component in the board's decision to move forward with the proposal.

The board was generally in favor of the first phase of the proposal, but said they would table a decision until May so they could have a chance to review and document any questions about the proposal regarding price, the timeline, end result and any other issues. They agreed to review and compile their comments and concerns by April 15, so they could be addressed, by Paul Mays, in time to have a clearer idea about how to move forward at the May meeting.

Records retention and records manager resolutions

The board reviewed two resolutions regarding records retention at the library. G. Kirkpatrick said that putting a records management official in place opens up opportunities for grant money for digitization projects.

On a MOTION by M. Kissinger with a SECOND by L. Scoons the board unanimously adopted Resolution 1901 establishing Records and Retention Disposition Schedule MI-1, pursuant to Article 57-A of the Arts and Cultural Affairs Law, AND Resolution 1902 appointing Catherine Stollar Peters as Records Management Officer for Bethlehem Public Library.

SED facilities review information

This was discussed earlier during the director's report.

Other new business

On a MOTION by C. Brancatella with a SECOND by J. Becker the board unanimously approved Chris McGinty's request to attend the BookExpo in NYC from May 28-June 1 for an estimated total cost of \$1,490.

The board reviewed the current PILOT MOU to run through June 30, 2023. G. Kirkpatrick said that it is the same one that has been in place for past years. PILOT money received by the library amounts to about \$200,000 per year.

On a MOTION by H. Narang and a SECOND by J. Becker the board unanimously accepted the PILOT Memorandum of Agreement with the Bethlehem Central School District through June 30, 2023.

The board noted that it would be beneficial to have a lawyer to review library contracts in the future.

OLD BUSINESS

Annual school district safety inspection
Discussed earlier.

HVAC update

G. Kirkpatrick said that the project has not yet been closed out because of ongoing tweaks to the system. The library has received an extension on the \$26,000 left in grant money, but it cannot be handed over until the project is closed out. H. Narang said it would be hard to make the argument that it wasn't still an ongoing project. M. Redmond said she would like to be sure that all options for tweaking the system have been exhausted before closing out on the project. Because some of the major changes to the CO2 monitoring were only made recently, the data is not yet in on whether it is an effective solution. M. Redmond noted that the library will have to make a decision in 4-6 weeks on a maintenance contract. The board agreed they were not yet ready to close out the project.

Friends of the Library Book Bash

The sale will be taking place the coming weekend. G. Kirkpatrick said the Friends would be grateful for volunteers.

Other old business

The board noted that they had intended to discuss First Night participation at the April meeting. G. Kirkpatrick said he would not be in town for the event. Because the event is difficult to staff, the board agreed that the library would not be participating in First Night this year.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility

No further discussion at this time.

Policy updates/schedule

No further discussion at this time.

Resource sharing

No further discussion at this time.

Fines and fees

No further discussion at this time.

PUBLIC PARTICIPATION

There was no public participation

ADJOURNMENT

On a MOTION by J. Becker with a SECOND by C. Brancatella, the board adjourned the regular meeting at 7:51pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president