

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

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

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

President M. Redmond called the meeting to order at 5:58pm.

PUBLIC PARTICIPATION

There was no public participation

OATHS OF OFFICE

M. Redmond administered the oath of office to returning trustees C. Brancatella, M. Kissinger and H. Narang.

Ethics statements were distributed to the trustees for signing and will be filed in the public record.

BOARD OFFICER ELECTION

The following slate of officers was proposed for 2018-19:

- President: Mary Redmond
- Vice President: Mark Kissinger
- Fiscal Officer: Brian Sweeney
- Secretary: Joyce Becker
- UHLS representative: Lisa Scoons

M. Kissinger and J. Becker, who made up the nominating committee, said they favored moving forward with the current slate of officers for the coming year.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously accepted the slate as presented.

BOARD COMMITTEES

M. Kissinger suggested the board continue the discussion about committees or additional board meetings at a later time.

MINUTES

Minutes of the 11 June 2018 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 30 June 2018 (Manual Disbursements for June \$40,253.97; Cash Disbursements/Accounts Payable for July \$81,622.86; Trust & Agency Disbursements/Salaries for June \$250,706.44; CapProject Fund/Hand-Drawn Checks for July \$10,407.02; Total: \$382,990.29).

M. Redmond asked about the check from May that had not yet cleared. T. Choppy said she had been in contact with the bank, and the check had never made it to the vendor. She said she would be doing a stop payment and reissuing a new check.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for June 1-30, 2018.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by B. Sweeny with a SECOND by L. Scoons, the board unanimously approved a new hire for the following vacancy, pending Civil Service approval:

- Library page, part-time, permanent, 13.85 hours/week at \$10.40/hour or per contract.

DIRECTOR'S REPORT

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

- The speed bumps will be taken up in the winter so as not to interfere with the plowing.
- Wireless use outside the library keeps going up at the pool and on the new Five Rivers connection. The number of users and the Wi-Fi footprint are expanding. John Love is able to monitor connectivity from the library to quickly address any issues. M. Redmond asked if there were any issues with bandwidth, and G. Kirkpatrick said there hasn't been any reported.
- C. Stollar Peters said that the self-checkout machines were installed in late June, and the reaction so far has been as expected – some people are very interested and others are opting for the human

interaction. The rate of use during the Mini-Golf event was 8 percent. C. Stollar Peters said she is still trying to figure out what kind of errors are being reported by the error rate, which hovers around 30 percent, and staffers were trouble shooting issues with the screen not defaulting back to the home page. Some patrons are scanning the wrong bar code, so there will be a learning curve there. C. Stollar Peters has requested an infographic showing the difference between the two bar codes to be part of the screen display. H. Narang said that he tried self checkout the first day it was set up and was initially distracted by all of the information on the screen. He noted the lack of a feedback noise. C. Stollar Peters said the noise could be turned back on, but staffers at the circulation desk found it unpleasant. B. Sweeney said his children love self checkout and it gives them a sense of ownership. He did note that someone might be easily able to accidentally scan a book to someone else's account. C. McGinty said that if that ever happens to just bring it to a staffer's attention right away, and it can be removed from the account. B. Sweeney said he heard from someone who asked how many librarian jobs the new service cost, and J. Becker noted that self-checkout is just an option for those who are interested.

- N. McDonough has been speaking with Rabbi Simon, who has agreed to be a pilot tester of the new one-button studio. M. Redmond mentioned that she had spoken with Frank DeSorbo, who said he was ultimately pleased with the studio decisions and how they were made. She noted that he might also be a good one to test the new training process.
- G. Kirkpatrick has spoken to town Supervisor David VanLuven to see if the town generator has enough capacity to tap into it in a disaster situation. The library is also looking at ways to provide internet to allow people to communicate in those circumstances. G. Kirkpatrick noted that libraries are not first responders in an emergency, but they are vital first recoverers. He said BPL already has a good capacity to help in those situations, but he'd like to see if there is more that can be done.
- Library Mini-Golf was a big success, with almost 900 people attending.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said it was good to see everyone at the annual dinner, and she congratulated the winning programs.

NEW BUSINESS

Board authorizations

M. Kissinger asked if the relationship with TD Bank was still working despite there not being a local branch. T. Choppy shared her frustration with the unreliable courier service. G. Kirkpatrick said so far it is working OK, but it bears a look in the future. M. Redmond suggested that in the meantime, it would make sense to increase the number of small bills available at the library so people wouldn't have to run for change so frequently. G. Kirkpatrick said he would put together a request for the August meeting.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously approved board authorizations for 2018-19, as presented.

2019 board meeting schedule

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved the 2018 meeting schedule, with the changes noted above.

2019 holidays and closings

On a MOTION by B. Sweeney with a SECOND M. Kissinger, the board unanimously approved the 2019 holidays and closings schedule.

K. Roberts noted a pair of typos that would be fixed in the approved version.

Anti-nepotism policy

The policy does not ban those with a familial relationship with a staffer from applying for a library job, but it does require the library to document in writing why the applicant's qualifications overcome the presumption of nepotism. The onus to disclose that relationship would be on the applicant as the question is part of the job application form.

J. Becker asked if the library did background checks, as there are a number of young people who work at the library. G. Kirkpatrick said it was something that has been brought up in the past, but the library does not. M. Kissinger said the discussion would have to include what the board thought was a "knockout crime." M. Redmond said that discussion should be added to future business on the agenda.

On a MOTION by M. Kissinger with a SECOND L. Scoons, the board unanimously approved the anti-nepotism policy as presented.

Other new business

There was no other new business discussed at this time.

OLD BUSINESS

Capital Projects/Long Range Plan

G. Kirkpatrick noted that the capital needs identified in the previous long-range plan had all been addressed. He also noted that a computational error in the fund balance report has been corrected, with early estimates showing that the library may have approximately \$600,000 more than originally expected. The monthly financial report prepared by T. Choppy did not contain the error.

M. Redmond urged the board to come up with a prioritization of upcoming projects, based on the expected funding available. H. Narang said that he would like to see the rough cost of the projects on the list and a better descriptor of the impact on the public. He said they should aim to offer a visible improvement or "win" in addition to building maintenance like the plaza regrading and fire alarm projects. C. Brancatella said tackling the safety items mitigates an insurance risk, and the board could consider balancing those with things that have an optic impact but lower cost.

The board agreed the regrading of the plaza was a priority and asked if GPI could come back in September to discuss the feasibility study further. Board members agreed to pursue plaza options that did not include a snowmelt system. They also said the shovel-ready fire alarm and security project was another priority.

H. Narang asked how they could avoid doing work now that would have to be redone if they were to embark on a bigger building project later. G. Kirkpatrick said that was the purpose of the long-range plan and said that library design consultants can help with that kind of long-range thinking.

M. Kissinger asked whether the fund balance surpluses generated were reasonable. G. Kirkpatrick said that the auditor is asked every year what a sensible surplus should be and is satisfied if the funds are designated for a project. The surplus has allowed the library to address some bigger maintenance issues like HVAC without having to bond money. The last time the library went out to bond was in 2002 for the interior renovation.

After tackling the plaza drainage and fire alarm and security projects, the board agreed to see what was available to address more service-oriented projects. They expressed an interest in potentially bringing in a library design consultant to help them identify which projects might have the greatest impact. L. Scoons said they need to develop some concepts for the Borthwick property.

Fire alarm and security update

The library is waiting for an official estimate from Gilbane so the project can be submitted for a state construction grant.

HVAC project update

M. Redmond estimated there would be a small surplus of \$20,000-\$40,000 when the project is complete.

Community survey

K. Roberts is taking a course on preparing effective patron surveys and will prepare something for the board to review at a future meeting.

BCN-TV update

Most of the equipment has arrived at the library and some work needs to be done to prepare the space. The goal is to have the studio up and running by the end of summer.

Self-checkout report

Discussed earlier during the director's report.

Board treasurer

G. Kirkpatrick and T. Choppy have prepared a list of current financial responsibilities for the board to review and discuss further in August as they define the new position.

Other old business

None was discussed.

FUTURE BUSINESS

Director evaluation

M. Redmond had seen a draft, and C. Brancatella said they were still in discussion as to how to best present the information.

Plaza feasibility

No further discussion.

Policy updates/schedule

Was not discussed at this time. M. Redmond asked that the board hold off on reviewing any policies during August and September.

Resource sharing

Was not discussed at this time.

Fines and fees

Was not discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by L. Scoons with a SECOND by J. Becker, the board adjourned the regular meeting at 8:07pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president