

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday July 10, 2017

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tracey McShane, Personnel Administrator  
Tanya Choppy, Accounts Clerk  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Jeremy Johannesen, Executive Director of NYLA, Friends President  
Andrew Reilly, library patron

President M. Redmond called the meeting to order at 6:00pm.

#### PUBLIC PARTICPATION

J. Johannesen told the board that the August Friends meeting has been rescheduled to Tuesday, Aug. 22.

#### OATH OF OFFICE

Mark Kissinger administered the oath of office to returning trustee Mary Redmond.

#### BOARD OFFICER ELECTION

The following slate of officers was proposed for 2017-18:

- president: Mary Redmond
- vice president: Mark Kissinger
- treasurer: Brian Sweeney
- secretary: Joyce Becker
- UHLS representative: Lisa Scoons

L. Scoons noted that the title of treasurer is likely to be replaced by fiscal officer once the board retains and independent treasurer as clarified in the state trustees handbook. For the same reason, the nominating committee did not appoint an assistant treasurer.

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

#### MINUTES

Minutes of the 12 June 2017 board meeting were unanimously approved on a MOTION by L. Scoons with a SECOND by M. Kissinger.

#### FINANCIAL REPORT

On a MOTION B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 30 June 2017 (Manual Disbursements for June \$86,609.78; Cash Disbursements/Accounts Payable for July \$71,910.19; Trust & Agency Disbursements/Salaries for June \$251,803.57; CapProject Fund/Hand-Drawn Checks for June \$4,388.30; Total: \$414,711.84).

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for June 1-30, 2017.

#### MANUAL INVOICES

None

#### RESOLUTIONS

The board discussed the resolution to purchase property at 59 Borthwick Ave. H. Narang asked how the purchase would affect the library's insurance policy if it is not part of the library lot. G. Kirkpatrick said it would be covered under the library's insurance policy as a library-owned property, and the library can go through the process of having the lots combined at a later time. The structure would not be used for patrons. M. Kissinger asked about any post-purchase costs and was told they would include minimal water, electricity and gas fees. The board discussed the funding of the purchase and noted that a comfortable cushion remains in the budget reserve.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board of trustees unanimously voted to authorize the library director to execute a contract for the purchase of 59 Borthwick Ave. for the price of \$200,000 subject to the approval of the school district and contingent upon any school district requirements, as applicable.

#### PERSONNEL REPORT

The board noted the personnel report.

#### PERSONNEL ACTION

M. Redmond noted that the open studio assistant position was not included in the personnel report, and G. Kirkpatrick said the omission would be corrected in the board packet on file.

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

- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.
- Library page, part-time, permanent, 13.85 hours/week at \$9.70/hour or per contract.
- Librarian 1, part-time, permanent, 11.66 hours/week at \$25.93/hour or per contract.
- Sr. library clerk, full-time, permanent, 15 hours/week at \$15.75/hour or per contract.

The board also agreed to hold the studio assistant position pending further discussion.

H. Narang asked about minimum staffing levels on the circulation desk over weekends and evenings and asked if self-checkout would allow those numbers to drop. G. Kirkpatrick and C. Stollar Peters said they would be happy to put together some numbers to discuss in the future. M. Redmond asked that it be put on the agenda so as to not lose sight of the issue.

## DIRECTOR'S REPORT

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

- Increases in circulation usually take place when the economy is poor, so the recent uptick is especially positive because that is not currently the case.
- The portable hotspots are still circulating well, and while surveys indicate some people would like the loan period to be longer, the current period keeps the items circulating to others on the waiting list. Bethlehem is one of the few libraries with such an extensive wi-fi hotspot lending program.
- G. Kirkpatrick gave a nod to N. McDonough for the programming work she has done, which has focused on quality over quantity and increased offerings for adults. M. Redmond said she is frequently stopped by people who have kind words for the programming at the library.
- Library mini-golf brought in about 1,000 people over the course of two days. Some people came in for regular library use, and we were able to accommodate them.
- K. Roberts briefly discussed the Facebook post boosts, and the board encouraged continued use of that marketing tool.
- In a change from the original report and reflected in the updated board packet, the library will NOT be participating in NYS family leave program because, as a public entity, it is not required to. The library's disability insurance provider was going to make participation automatic, which would have required a small deduction from employees, as it is an employee-funded program. Library lawyers indicated that it is not something the library is required to participate in.

## UPPER HUDSON LIBRARY SYSTEM REPORT

Nothing to report as the next meeting is the following week.

## NEW BUSINESS

### *Ethics statements*

Ethics statements were distributed to the trustees for signature and filed in the public record.

### *Board authorizations*

On a MOTION by J. Becker with a SECOND by L. Scoons, the board unanimously approved board authorizations for 2017-18, as presented.

M. Redmond told the board that they should discuss how or when they want to bid out the auditing contract when the three-year agreement with Bonnadio Group expires. The library has been happy with the service Bonnadio provides, and M. Redmond noted that with potentially three new board members in 2018, it might not be the year to bid it out.

*2018 board meeting schedule*

The board discussed the revised version. They agreed to move the September 2018 meeting to the 17<sup>th</sup> to avoid a conflict with Rosh Hashanah.

On a MOTION by H. Narang with a SECOND by B. Sweeney, the board unanimously approved the 2018 meeting schedule, with the changes noted above.

*Trustee resignation/appointment process*

The board discussed how to move forward with the trustee vacancy created by the resignation of Paula Rice. (See appendix to minutes.) Options included leaving the seat vacant for a year or appointing someone to fill it. The seat and its remaining term of three years will be up for election in 2018, along with two full-term seats. The board decided to reach out to candidates from the past two election cycles to gauge interest.

*August 2017 board meeting – reschedule*

The board agreed to reschedule the August board meeting to Monday, August 21.

*Board treasurer*

The board is required to have an independent treasurer as outlined in the state trustee handbook. The treasurer can either be a qualified volunteer or it can be a paid position. The appointed treasurer would serve on a part-time basis and be sworn in to the board but would not have an elected, policy-making role. M. Redmond said she thinks it would be better to move forward with finding someone for this position within the next fiscal year while the board still has a full slate of experienced members. The board agreed to continue the discussion at future meetings.

*Municipal banking contract update*

The board reviewed TD Bank's relationship proposal, which outlined some changes to the way interest is earned and included a Positive Pay service, which uses encrypted files to verify the legitimacy of checks.

On a MOTION by B. Sweeney, with a SECOND by M. Kissinger the board voted unanimously to accept TD Bank's proposal as outlined in the board packet.

*2018 holidays and closings*

On a MOTION by M. Kissinger with a SECOND J. Becker, the board unanimously approved the 2018 holidays and closings schedule.

*Other new business*

None

## OLD BUSINESS

### *Fire alarm and security project update*

The library's representative from M/E Engineering confirmed that the project is in the SED queue, but there has not been anyone assigned to it yet.

### *HVAC project update/project management agreement and DASNY fee*

A discussion between M/E and DASNY narrowed down some of the phasing issues, and the project is nearly ready to bid out. The legislation that will permit the library to work with DASNY has been passed and is awaiting the governor's signature.

### *Pavement repair update/Parking lot sealing and restriping update*

As requested by the board, G. Kirkpatrick asked school district representatives about whether they had worked with any of the companies that had submitted bids for library work. While they had not, the process did reveal that the library is eligible to work with BOCES contractors. The library is in the process of getting a proposal. G. Kirkpatrick noted that the library procurement officer will soon be leaving her position as the result of a promotion, so there may be some delays as the position is filled.

### *Community Foundation money*

Nothing new to discuss.

### *Other old business*

None

## PUBLIC PARTICIPATION

None

## EXECUTIVE SESSION

On a MOTION by L. Scoons with a SECOND by B. Sweeney, the board adjourned to executive session at 7:40pm to discuss the employment performance of a specific individual.

On a MOTION by H. Narang with a SECOND by J. Becker, the board adjourned executive session at 8:39pm; no action was taken.

On a MOTION by H. Narang with a SECOND by J. Becker, the board adjourned the regular meeting at 8:40pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president