

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday June 12, 2017

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Paula Rice

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

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

#### PUBLIC PARTICPATION

There was no public participation.

#### MINUTES

Minutes of the 8 May 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by J. Becker with amendment noted below.

B. Sweeney asked that the minutes regarding the Brunswick Jr. library cards discussion reflect the board's willingness to revisit the issue at some point in the future.

#### FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 31 May 2017 (Manual Disbursements for May \$34,677.68; Cash Disbursements/Accounts Payable for June \$65,794.74; Trust & Agency Disbursements/Salaries for May \$166,702.93; CapProject Fund/Hand-Drawn Checks for May \$3,980.50; Total: \$271,155.85).

G. Kirkpatrick noted that the Miscellaneous Income line on the current financial statement shows the \$8,093.31 in funds returned to the library from the Community Foundation, which was originally intended as seed money for a larger fundraising campaign that never got off the ground. M. Redmond suggested the board consider what they want to do with the funds at the July board meeting.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for May 1-31, 2017.

#### MANUAL INVOICES

None

#### RESOLUTIONS

None

#### PERSONNEL REPORT

The board noted the personnel report.

#### PERSONNEL ACTION

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

- Library clerk, part-time, permanent, 11.66 hours/week at \$12.73/hour or per contract.
- Library clerk, part-time, permanent, 13.57 hours/week at \$12.73/hour or per contract.
- Principal library clerk, full-time, permanent, 35 hours/week at \$38,489 or per contract.

#### DIRECTOR'S REPORT

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

- The library is still working on getting some costs for the conversion to LED lighting and will bring the number to the board. The move is expected to save energy use by about 35 percent, according to the G3 student consulting team.
- The Public Services Department was credited with getting a reduced price on some of the databases that are useful but don't see as much traffic as the library would like. The board asked if there were different avenues the library could use to promote them. G. Kirkpatrick said that, by their very nature, databases are a "point of need" product. The board discussed various marketing tools, including digital signage, Facebook post boosting, as well as group informational sessions to make more people outside of the library's user base aware of what is available. B. Sweeney suggested a program that "gamified" the Times database by making it a scavenger hunt. K. Roberts said the Guilderland library has reported a lot of success with boosting Facebook posts. H. Narang said the library should move forward with paid post boosting.
- A chart prepared by C. Stollar Peters shows how streaming video spiked in usage shortly after the purchase of new titles. The service was heavily marketed to Bethlehem library users, and that is where we saw the biggest increase. The board decided it is a service that people are using and there should be some type of regular monthly purchasing schedule.
- J. Becker asked if the library could have some type of backup program ready in the event that a regularly scheduled presenter does not show.
- G. Kirkpatrick said that a recent Electric Vehicle rally in the library parking lot was a huge success, with about 45 people attending and seven cars on display.

- H. Narang noted that program attendance had almost doubled last month compared to a year ago. Why. N. McDonough said some of the school visits took place then.
- The board briefly noted that there had been a couple of patrons unhappy that their teens were not able to take part in the volunteer program, due to scheduling or capacity issues.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board upped the construction grant percentage allowed for future projects and will now allow up to 75 percent if all other projects have already been funded.

## NEW BUSINESS

### *Privacy Policy*

The board discussed a new Privacy Policy proposed by C. Stollar Peters that reflects some of the research she did for her Ph.D. The new policy better covers the kind of patron data that is collected and how it is used. Stollar Peters noted that the library collects data as part of the analytics and to run some of its apps. When patrons use third-party services like Overdrive and our databases, the library does not have control over what is collected.

On a MOTION by H. Narang with a SECOND by L. Scoons, the board unanimously adopted the Privacy Policy as presented in the draft.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to amend the language in the Confidential Records Policy to reflect the correct Civil Practice Law and Rules number.

### *Pavement repair*

G. Kirkpatrick presented the three quotes received for the parking lot pavement repair for issues in Lots 1 and 4. The board noted the broad difference in prices and asked G. Kirkpatrick to follow up with the school district to see if they had worked with any of the specific vendors before making a decision. G. Kirkpatrick agreed and noted that the restriping decision should wait, as well, because the quotes involved the same parties.

### *Pavement repair*

This discussion was tabled until G. Kirkpatrick could get some additional information about the companies providing the proposals.

### *Collective bargaining agreement*

The contract was ratified before the meeting by the library's union members. It will cover a three-year period, commencing July 1, 2017. B. Sweeney summarized some of the changes and said the board's goal was to direct some compensation to staffers on the lower end of the pay scale while keeping overall salaries competitive and fiscally responsible. One of the biggest changes in the contract is the move to a bi-monthly payroll beginning July 1, 2018, to align with best practices. Other changes were outlined in the MOA signed by the negotiating team and the union and included in the June board packet.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the contract as written to extend for three years commencing July 1, 2017.

M. Redmond said the negotiation team is grateful to lawyers Charles Barley and Bill Wallens for keeping things running smoothly.

*Borthwick property*

G. Kirkpatrick told the board the property adjacent to the library at 59 Borthwick recently went on the market for \$215,000. The board discussed potential uses for the space were it to be acquired and noted that property adjacent to the library rarely comes up for sale. They said that if the library were to acquire the property, it would not necessarily be something they made use of right away. B. Sweeney asked about public reaction to a potential purchase. H. Narang noted that any new structure would cost significantly less per square foot than an addition to the existing library building. M. Kissinger said that the library does have a space issue, which would be a compelling reason to add to the footprint of the library property. The board agreed to discuss the potential acquisition of the property in executive session.

*Other new business*

- M. Redmond said she wanted to make sure that the discussion of Positive Pay was still on the radar. It is a system that allows for further verification of checks paid through an encryption process. G. Kirkpatrick said that Judi Kehoe from the school district said she was willing to discuss the process at a future date.
- L. Scoons and M. Kissinger volunteered to serve as the board's nominating committee to prepare the slate of officers for the July meeting.

## OLD BUSINESS

*Fire alarm and security project update*

The proposal is still being reviewed by the State Education Department.

*HVAC project update*

Representatives from DASNY and ME Engineering got together and discussed what additional design work needed to be done prior to the start of construction on the HVAC updates.

On a motion by M. Kissinger with a second by J. Becker, the board unanimously authorized the payment of up to \$5,500 to ME for additional design work for the HVAC update.

The library is still anticipating a Spring 2018 construction date for the project.

*G3 recap*

G. Kirkpatrick presented the Powerpoint project from the library's G3 student consulting team from UAlbany and noted their efficiency suggestions in the areas of LED lighting, automatic hand dryers and centralized printing.

*NYLA Sustainability Initiative*

G. Kirkpatrick told the board he intends to sign the library up for the process to be NYS certified sustainable.

*Other old business*

None

PUBLIC PARTICIPATION

None

EXECUTIVE SESSION

On a MOTION by B. Sweeney with a second by M. Kissinger, the board adjourned to executive session at 8:20pm to discuss the employment performance of a specific individual, and, separately the proposed acquisition of real property.

On a MOTION by J. Becker with a second by L. Scoons, the board adjourned executive session at 9:03pm; no action was taken.

On a MOTION by M. Kissinger with a second by J. Becker, the board unanimously approved the management confidential salaries, effective July 1, 2017, through June 30, 2018.

On a MOTION by L. Scoons with a second by J. Becker, the board adjourned the regular meeting at 9:05pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president