

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY DRAFT  
Monday March 11, 2019

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella

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

President M. Redmond called the meeting to order at 6:02pm.

PUBLIC PARTICPATION

None

MINUTES

Minutes of the 11 February 2019 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by J. Becker.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 28 February 2019 (Manual Disbursements for February \$37,527.01; Cash Disbursements/Accounts Payable for March \$69,171.01; Trust & Agency Disbursements/Salaries for February \$181,128.35; CapProject Fund/Hand-Drawn Checks for March \$3,419.86; Total: \$291.247.13).

TREASURER'S UPDATE: R. Khalife said he prepared the RFP letter for a new auditor and included a projected timetable. The letter would be discussed later under new business. He said he had notified Bonadio, the incumbent auditor, that the library would not be seeking their services in this RFP, but that everyone was pleased with the work they had done.

- R. Khalife, G. Kirkpatrick and T. Choppy will continue to work of defining the treasurer's role and the matrix of responsibilities.
- R. Khalife is also working on the investment policy and had more meetings with banks.
- He met with Town of Bethlehem Comptroller Michael Cohen and will be meeting later with BC Chief Financial Officer Judy Kehoe to discuss best practices.
- He noted that interest earnings for the library had increased to 1.25 percent since meeting with TD Bank, and he is optimistic that the library could find an even better rate.

The board noted that B. Sweeney would no longer be signing the financial statements, as that task had shifted to R. Khalife. The position of Fiscal Officer will be eliminated at the next reorganization meeting. M. Redmond said the board would continue looking at the bylaws to define whether the role of an assistant treasurer is necessary.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-28, 2019.

#### MANUAL INVOICES

None

#### RESOLUTIONS

None

#### PERSONNEL REPORT

Of the two open positions, one was the result of an internal promotion and the other was the result of the departure of the library's technology assistant. B. Sweeney asked how long it typically takes to fill that position, and G. Kirkpatrick noted that it has historically taken about 8 months. He noted that if there is no one from the current Civil Service list, the library will fill it provisionally.

#### PERSONNEL ACTION

On a MOTION by J. Becker with a SECOND M. Kissinger, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.45/hour or per contract
- Technology Assistant, full-time, permanent, 35 hours/week at \$32,574/annual or per contract

#### DIRECTOR'S REPORT

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

- The library continues to prepare the outdoor children's play area. The furniture has arrived and the maintenance department has prepared some cute chalkboard animals to decorate the space.
- Longtime BCN-TV producer Rabbi Nachman Simon was in the studio testing the equipment and making some recordings. The Studio Makerspace will be available to book beginning March 18.
- The Seed Library and Library of Games have both seen early success. The ideas came from Shark Tank presentations at the last staff development day.
- The report format has changed slightly, as C. Brenner has asked that programming highlights be included in the director's report as opposed to being a stand-alone report.

- School outreach will be ramping up in the next couple of months.
- The Friends are welcoming volunteers for the April Book Sale Bash, with a particular need for the Saturday morning drop-off time slot and the Sunday afternoon cleanup. G. Kirkpatrick noted that it also coincides with the town's recycling day, which could be beneficial. He said he would try to arrange to have a large recycle bin available on Monday for post-sale cleanup. It is the first time for this event, so it is hard to gauge what the response will be.
- The Friends recently donated \$4,000 to the library to support Library Mini-golf and the Sunday Music series. The Friends are big financial supporters of the Library of Things and Museum Pass program, along with summer reading and event prizes.
- G. Kirkpatrick noted continuing active shooter training at the library and said it sparks a lot of useful discussion. He said the library does not have an all-building public address system, and it is something that should be looked at in the future.
- L. Scoons asked about the heated mats on the walkway. G. Kirkpatrick said they were a low-tech solution to the icing problem, and they provided some relief.
- L. Scoons also asked if the library and the board were aware of a threat to computers that can be caused by a program on a USB drive that destroys computer hardware. Recent attacks locally at the high school and Saint Rose have brought the issue to the forefront. G. Kirkpatrick said the library is exposed, but he hopes anti-virus software providers develop something soon to counteract the threat.
- The board noted low checkouts for YA and children's magazine. C. McGinty and C. Stollar Peters both noted that those types of periodicals tend to see a lot of in-house use as opposed to circulation.
- M. Redmond noticed that gas usage is up. G. Kirkpatrick said he and K. Coffey were looking into it and whether it was related to HVAC changes.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said that the construction grant money that was returned to Upper Hudson totaled around \$30,000. It was divided among the six grants that had gone out that weren't fully funded. The board is now preparing the grant applications for the coming year.

#### NEW BUSINESS

##### *Book drop off/service in Glenmont*

The board discussed the feasibility and logistics of providing a remote book drop in the Glenmont area. Highlights of the discussion are below:

- The suggestion was made by a number of people in a recent community survey.
- C. Stollar Peters found that use patterns vary significantly between Delmar and Glenmont, with fewer checkouts and library visits among Glenmont residents. Board members asked if they could get eBook use data among Glenmont patrons. C. Stollar Peters said she would see if it were possible.
- J. Becker noted that at a community forum in Glenmont, some people seemed interested in a branch library.
- The board talked about whether a book drop would satisfy a need in Glenmont, as well as potential locations. H. Narang said it would simplify at least part of the access question. M. Kissinger asked if the library could service the drop-off with existing staff. G. Kirkpatrick said he believed it was doable.

- M. Redmond asked if library staff could gather some data about costs and logistics that a Glenmont branch would involve, as well as the costs and logistics of a drop-off box.
- Board members asked if there might be some member item money available from legislators for a drop-off site.

*Auditor RFP letter*

R. Khalife presented the draft RFP letter for a new auditor. He said he would be asking for a 2-year proposal with an option to extend. He said the letter notes that the library uses government accounting standards. He said the letters would be mailed to selected firms upon approval, with the next couple of weeks made available to answer questions. Interested parties would then be invited to make proposals to the finance committee in late April, with a recommendation ideally coming to vote at the May meeting. L. Scoons asked if tax season would impact the firms' ability to get in a timely proposal. R. Khalife said he didn't think so, but if there was no interest, they could revisit it at that time.

M. Redmond noted that the proposal could come in quite a bit higher than what is currently being paid. G. Kirkpatrick said he has made sure the upcoming budget reflects that.

On a MOTION by H. Narang with a SECOND by B. Sweeney, the board unanimously approved the mailing of the drafted Request for Proposals to six selected CPA firms.

*Annual school district safety inspection*

G. Kirkpatrick noted that the fire inspector from BOCES performing the required annual fire inspection has asked the library to remove the stored records from the boiler room. K. Coffey is currently looking into where these records can be stored, including offsite facilities. It is a problem that is being addressed, including whether and how to digitize the files.

The inspector also brought up the issue of tables and chairs in the entrance corridors. It was noted that those item can only be approved if they were part of the architect's original intent. G. Kirkpatrick said this issue will addressed in the coming year, and the board noted that if they were to engage architect Paul Mays, he could provide some guidance.

*Other new business*

None at this time

**OLD BUSINESS**

*Draft budget review*

After last month's budget discussion, G. Kirkpatrick shifted \$3,000 from e-materials back to the media line, but the overall budget and spending on materials remains the same.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously approved the 2019-20 draft budget as written for public presentation. The budget proposes a levy of \$4,065,152, an increase of 3.31% or \$130,294.

*BCN-TV/studio makerspace ribbon cutting – March 22 at 11am*

The event should last no more than an hour. M. Redmond said she would be there and it would be a nice photo opportunity.

### *HVAC update*

M/E has asked Johnson Controls and Trane to make some fixes to the airflow. The resulting adjustments had to be rolled back as they were competing with each other. G. Kirkpatrick said that the positive was that there is some action happening regarding temperature issues with the system. If those fixes don't work, it has been recommended that CO2 monitors be installed to help the system get a better sense of the airflow. The board once again questioned if the HVAC system was responsible for the increase in gas use.

### *Long range capital plan*

The board noted that the meeting with architect Paul Mays went well. Although H. Narang was unable to attend, he would be scheduling a call with P. Mays in the near future before the board moves forward with requesting a proposal to assist with the long-range building planning process. The end result would not be a design, but a vision for next 10 years and how to get there. G. Kirkpatrick said he recommends the board hire P. Mays to facilitate that long-range plan.

B. Sweeney said that his impression of P. Mays' presentation was that any plaza fixes in the short term would not necessarily be obsolete in the long term, so he saw no reason to delay addressing what he called a serious hazard regarding icing on the walkway. In order to get the process started, the library would need to contract a design, which could then be submitted to SED for approval – something that could take up to 18 months. G. Kirkpatrick said that maintenance would be implementing some short-term drainage solutions this spring to try to address the persistent icing issues. M. Redmond said that it didn't make sense to talk about the plaza until the long-term planning process was complete, but B. Sweeney said he believed it was a health safety issue that should be addressed separately. The library currently has a feasibility study but no design proposal for the plaza.

H. Narang asked about how soon the library would be able to begin construction on an improved plaza if the board started the process immediately. G. Kirkpatrick estimated no sooner than Spring 2021. The most time-consuming part is the state approval process. The board asked if there was any way to speed up approval in light of it being a significant safety issue. G. Kirkpatrick said other school district libraries face this same issue. Some have chosen to purchase the property from the school district, but this prevents them from bonding through the district in the future. M. Redmond asked G. Kirkpatrick to get some advice from a lawyer about this, as well as the logistics of expediting the SED approval process.

### *Other old business*

G. Kirkpatrick asked the board to take a look at the budget letter that is published with the approved budget in the upcoming Footnotes.

G Kirkpatrick said he would most likely not be in town for next December's First Night event.

## FUTURE BUSINESS

### *Friends of the Library – April Book Bash*

No further discussion at this time.

### *Background checks*

No further discussion at this time.

*Plaza feasibility*  
Discussed earlier.

*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

#### EXECUTIVE SESSION

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board adjourned to executive session at 8:34 to discuss the employment performance of a specific individual.

On a MOTION by H. Narang with a SECOND by L. Scoons, the board adjourned executive session at 8:44pm.

On a MOTION by L. Scoons with a SECOND by M. Kissinger, the board adjourned the regular meeting at 8:45pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president