

**MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday December 10, 2018**

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Brian Sweeney

GUESTS: Tanya Choppy, Account Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Catherine Brenner, CSEA Local 6015 president
Tracey McShane, Personnel Administrator
Mary Fellows, Manager, Youth and Family Services
Jared King

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

PUBLIC PARTICPATION

None

BELLS PRESENTATION

Mary Fellows from Upper Hudson discussed the way in which views on early literacy have changed over the past five decades. She said early literacy is a core service provided by the 21st century library because it provides foundational reading skills and brings families into libraries, creating lifelong users. She discussed ways to promote those skills through interactive storytimes, outreach and investment in staff.

The board thanked M. Fellows for her time. Several board members said they were intrigued by the Storyville concept at three Baltimore libraries that provides an immersive experience for children. The RAVENNA library is currently working on a smaller-scale version of the idea, and board members expressed an interest in checking it out when it's complete.

MINUTES

Minutes of the 13 November 2018 board meeting were approved unanimously with one correction noted below on a MOTION by M. Kissinger with a SECOND by C. Brancatella.

The discussion on Page 3 of 6 about the director's evaluation form should have reflected that C. Brancatella and M. Kissinger had volunteered to update it.

FINANCIAL REPORT

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 30 November 2018 (Manual Disbursements for November \$318,400.22; Cash Disbursements/Accounts Payable for December \$71,397.97; Trust & Agency Disbursements/Salaries for November \$195,136.04; CapProject Fund/Hand-Drawn Checks for December \$0; Total: \$584,934.23).

G. Kirkpatrick noted that the \$25,000 in bullet aid from Assemblymember Pat Fahy had been received.

G. Kirkpatrick noted the budget was overspent on the tax line due to an influx of refunds on large commercial parcels that had gone through the grievance process. The library normally budgets about \$4,000 for this, but current totals are already near \$16,000. Money for this can be easily covered by other underspent areas in the budget. H. Narang asked if there was a deadline for when these calculations will be complete. T. Choppy said it all depends on when the make their way through the system. J. Becker said the library can probably expect more grievances on large-scale parcels.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES/OFF CYCLE CHECK

G. Kirkpatrick asked the board to approve an off-cycle check related to the library's health-care offerings.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously approved payment to Jaeger and Flynn to pre-fund flex spending and high-deductible health plan contributions in the amount of \$10,300.

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick said he was requesting four new actions, noted below and was dropping off the held positions due to the organization and to offset some of the expenses of the newly created treasurer position.

PERSONNEL ACTION

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

- Board treasurer, part-time, permanent, 15 hours/week at \$50/hour, to be filled by Robert Khalife, effective Jan. 7, 2019.
- Library Clerk, full-time, permanent, 35 hours/week at \$28,995/ annual or per contract (reclassification of Technology Assistant FT).

And the following promotions, effective Jan. 1, 2019:

- Chris McGinty to Assistant Director from Department Head at 35 hours/week at no salary change
- Catherine Stollar Peters to Assistant Director from Department Head at 35 hours/week at \$76,695/annual

DIRECTOR'S REPORT

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

- Trane, which is responsible for the controls/brain of the HVAC system has been very responsive about troubleshooting issues. M. Redmond asked if DASNY had a lawyer with them during the recent meeting and said the library needs to revisit the issue of having a lawyer ready proactively if the issues do not get resolved.
- Trustees were invited to participate in First Night activities at the library, if interested.
- G. Kirkpatrick noted that the HVAC project roundup was not included in the packet this month because nothing had changed. M. Redmond asked to have DASNY keep sending the monthly reports.
- Staff Development Day was a high-energy affair with an hourlong State of the Library that covered some of the results from the recent community survey. Shark Tank in the afternoon brought forward some exciting proposals, many of which can be implemented. G. Kirkpatrick said one group proposed the idea of a prefabricated band shell at a cost of about \$60,000. J. Becker said it could also be used for storytimes and as a bookable space.

M. Redmond noted that Cathy Brenner was in attendance in her role as union president.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the construction grant money from Bethlehem library had been returned and divided among seven other libraries that had unmet needs. Cohoes also returned their grant allocation. The library can still apply for a grant for smaller pieces of the fire alarm and security project in the future.

NEW BUSINESS

Copier purchase

G. Kirkpatrick asked to replace the Ricoh in the supply room with a Konica with Eastern Managed Print Network, which is on state contract. The printer will replace a bunch of individual printer/copiers in tech services.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously approved the purchase of a new copier with finisher from Eastern Managed Print Network in the amount of \$6,739.50.

Fine Free at Albany

Albany Public Library announced this month that they will be going fine-free on Jan. 1. While Bethlehem library has a clear idea of how loan rules should work in the event of fines assessed on books checked out from non-APL locations and returned at Albany, there is still some question as to how it will work in practice. The board noted that it is a good test case to observe as APL is the largest library in the state to go fine free for everyone.

Community Room A/V System

G. Kirkpatrick said the library has received frequent complaints about the A/V system in the community room from both audiences and presenters. In an earlier discussion, B. Sweeney echoed those concerns after a recent presentation he did for the library.

G. Kirkpatrick said that he has had some difficulty getting the required three quotes for this purchase as the number of people providing the service is limited. He currently has a quote from Audio Visual Sales and Service in the amount of \$13,395.87.

Most of the components in the Audio Visual Sales and Service proposal are on state contract, and the company comes highly recommended by Upper Hudson and other libraries that use their services. G. Kirkpatrick asked if the board would consider a one-time waiver of the policy requirement of three quotes for this purchase in order to move forward with a new system.

On a MOTION by M. Kissinger and a SECOND by J. Becker, the board voted to do a one-time override of the library's three-quote purchasing policy provision and approve the purchase of a new A/V system for the Community Room from Audio Visual Sales and Service in an amount up to \$14,000.

Other new business

There was no other new business at this time.

OLD BUSINESS

Annual audit

The auditors at Bonadio Group have responded to questions about the audit that were brought up at the November meeting. Once the draft is approved, the audit and required communication will be posted to the website.

On a MOTION by M. Kissinger and a SECOND by H. Narang, the board voted to approve the audit and required communications drafts as presented by Bonadio Group.

The board noted that they have been very happy with Bonadio Group and will be conducting an RFP for new auditors simply because it is important to bring in new eyes occasionally and not because of any dissatisfaction with Bonadio.

Cyber liability

G. Kirkpatrick provided the board with some additional information about what the \$2,400 cyber liability insurance policy would cover. He noted that much of the library's patron data is at Upper Hudson, so they have the most exposure. M. Redmond asked if the school district has a cyber liability. BOCES has a policy on the financial data it collects, but the library was going to look into whether the district carries one. C. Brancatella said that the concept of data security is a hot button issue these days, and an insurance policy, while it may not actually provide much coverage, may be important in terms of optics. M. Kissinger said he did not believe the policy was worth the money. M. Redmond agreed but said the optics were an issue to her as well. The board agreed that knowing whether or not the school district had a similar policy would better inform their decision.

UHLN contract extension

Upper Hudson is pursuing a one-year extension to its contract for services, so the organization can continue to hammer out the details of what constitutes a "net lender" and how that impacts how fees are assessed.

On a MOTION by C. Brancatella and a SECOND by L. Scoons, the board unanimously approved the one-year extension to the UHLN contract at a cost of \$47,437 for 2019.

Long range capital plan

Library architect Paul Mays will meet with library trustees Jan. 24 from 6-8 p.m. after spending a day at the library assessing space needs. He will talk about what the planning process will look like. The community survey is a part of the process.

M. Redmond said that anyone who wants to add a topic to the anticipated board projects schedule should let her know. She said the schedule has helped moved some of the previous projects along in a timely manner.

G. Kirkpatrick said the board should keep in mind that the long-range plan is not just a capital plan; it is a capital and service plan.

Bethlehem First Night

In response to a question from M. Kissinger, G. Kirkpatrick said the library would close at 3 p.m. on New Year's Eve and reopen around 7. The main performance begins once a sufficient crowd has gathered following the opening fireworks. There will also be face painting and green screen pictures.

HVAC project update

The project was discussed earlier in the meeting. G. Kirkpatrick said he would continue to keep the pressure on the players involved until there is a resolution.

M. Redmond asked if the board wanted to discuss some of the survey comments they received and whether or not they wanted to craft some type of response. The board suggested pulling out some of the top recurring comments, like a wish for more quiet space and longer hours, and creating some publicity to indicate that the board has heard the commenters and will be keeping those concepts in mind as they move forward with their long-range planning. There was also a suggestion that the library continue publicizing services and items that currently exist in a way to reach people who might not already know about them. H. Narang asked if there was some kind of as-yet unexplored marketing concept that could increase the library's exposure.

BCN-TV/studio makerspace update

The studio is getting ready to enter the beta testing phase. Discussions are ongoing as to what kind of software and equipment would be most useful.

Other old business

No other old business.

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

J. King, who arrived at 7:05pm, said he had a couple of points to share with the board. He noted the board's discussion about quiet spaces in the library and said he believes that it could be achieved if the library just enforced the rules. He also brought up an incident in August when he was asked to leave a meeting room after an hour's time. He said he was not happy with the way it was communicated to him. He mentioned that he was unhappy that a teen who did not provide a library card was allowed to use a computer. He also asked how the library made decisions about materials in the collection. G. Kirkpatrick said there is a collection development policy on the website that addresses this.

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by J. Becker, the board adjourned to executive session at 7:58pm to discuss the employment performance of a specific individual.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board adjourned executive session at 8:11pm; no action was taken.

On a MOTION by H. Narang with a SECOND by C. Brancatella, the board adjourned the regular meeting at 8:12pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president