

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday December 11, 2017

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  
Natalie McDonough, Manager, Programs and Community Outreach  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Chris McGinty, Head of Public Services  
Janice Irwin, BCN-TV Studio Manager  
Jeremy Johannesen, Executive Director of NYLA, Friends President  
Trudy Quaif  
Leslie Hudson  
Rabbi Nachman Simon  
Nathan Frank  
Cori Irwin  
Zachary Simpson  
Dennis Kariious  
Nancy Benedict

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

**PUBLIC PARTICPATION**

The following people spoke:

- Nancy Benedict: Reiterated statement from earlier meetings that the audience for a local channel is different from the one on YouTube. Said that if people were trained to operate the equipment, it could get broken or stolen.
- Dennis Kariious: Said he supported keeping the channel and that public access is an important way to reach people.
- Zachary Simpson: Said he had a lot of questions about the Makerspace model and was not at the Dec. 5 informational forum. M. Redmond said if there was time at the end of the comment period, the board could provide a quick overview.

- Trudy Quaif: Noted that she had already submitted a couple of written statements for the record. Said she was happy with the studio as it was and has concerns about the new direction.
- Leslie Hudson: Asked (1) if the library had a specific timeframe for getting the makerspace up and running, and (2) if it wasn't immediate, could J. Irwin still provide some production services until another option was offered. Also asked (3) if a lack of local programming on the station would lead to diminished need for the studio.

G. Kirkpatrick said in order to implement the studio changes, the office would be relocated to Public Services, which cannot be done until the HVAC renovations have been completed sometime around May. The studio will not be available to the public until after that. He noted that part of the proposal the board is looking at includes the hiring of a part-time staffer to stabilize the scheduling of programming first, which would free J. Irwin up to help develop a training program that would be tested as a pilot with existing BCN-TV producers. G. Kirkpatrick said he doesn't expect the studio/makerspace to be up and running before fall. Addressing the third questions, G. Kirkpatrick said that a majority of the shows on the channel are not currently produced in the studio, including church services, town board meetings, etc., so the station is not dependent on only in-house content.

- Jeremy Johannesen: Commended the board for the long discussion and careful consideration regarding BCN-TV decisions. Noted that the challenge was to allocate library resources to benefit the greatest number of patrons.
- Zachary Simpson: Asked if the library knew of any other makerspace/public access studio model. Noted that as the first ones out of the gate, he hopes the library is successful.
- Catherine Stollar Peters: Noted that the Madison, Wis., public library has an A/V studio integrated with public access.

## PLAZA FEASIBILITY STUDY PRESENTATION

Craig Tripp, senior landscape architect, presented GPI's feasibility study for site drainage improvements on the library plaza and surrounding areas. He noted that the report broke the project down in different areas of recommended improvements, with a minimum area identified to achieve desired drainage improvements. He also noted that the report included estimates for a heated snowmelt system to keep the plaza clear of ice and snow. Also part of the report was a recommendation to restripe the handicapped-accessible spots to achieve additional spaces and still remain ADA compliant. C. Tripp noted that the snowmelt is an expensive upfront cost, but there could be savings in long-term maintenance costs. He said that the regrading and drainage improvements could still be done without the showmelt system. The board thanked C. Tripp for his presentation.

## MINUTES

Minutes of the 13 November 2017 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger.

M. Redmond thanked K. Roberts for capturing the discussion of the previous meeting in the detailed minutes.

## FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 November 2017 (Manual Disbursements for November \$319,559.85; Cash Disbursements/Accounts Payable for December \$64,881.90; Trust & Agency Disbursements/Salaries for November \$165,059.61; CapProject Fund/Hand-Drawn Checks for December \$4,150.90; Total: \$553,652.26).

M. Redmond asked if the Capital Project fund could be labeled to denote that the money is earmarked for the HVAC project.

## BANK ACCOUNT RECONCILIATION REPORT

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

## MANUAL INVOICES

On a MOTION by M. Kissinger and a SECOND by J. Becker, the board authorized the payment of two off-cycle bills: \$4,125 to Gilbane for the HVAC project construction estimate and \$4,042.25 to Hamilton News Company for newspaper services.

## RESOLUTIONS

None

## PERSONNEL REPORT

The board noted the personnel report.

## PERSONNEL ACTION

On a MOTION by C. Brancatella with a SECOND by B. Sweeney, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.
- Library clerk, full-time, permanent, 35 hours/week at \$27,801/annual or per contract.
- Television production assistant, 15 hours/week at \$13.19/hour or per contract.

The board held off on voting on the personnel action until after a decision about BCN-TV was made, at which time, they voted to move the television production assistant position out of the hold category.

## DIRECTOR'S REPORT

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

- There's been a change in the YA audiobooks focus due to the fact that few teens are listening to CDs on the go. It makes more sense to provide them with downloadables and all-in-one Playaways.
- G. Noble continues to get good prices on some new and existing databases through negotiations with vendors. The library will be adding the Chilton automotive repair database in the coming weeks.
- About 15 First Night buttons had been sold already.
- The UHLS mobile app resumed service earlier in the day.
- Part of last contract negotiation included the need to purchase a time clock to track the varying lengths of the pay period. The library is developing an internal system to track benefit leave. The library was waiting for fully integrated system from BOCES, but it is not ready.

- G. Kirkpatrick said the attached NYLA reports contained some really great ideas picked up at the November conference. He said one of the ideas he would like to implement is to turn the library into a passport acceptance facility.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said that while the board generally doesn't meet in December, it will convene Wednesday.

## NEW BUSINESS

### *Other new business*

G. Kirkpatrick said a patron had offered to donate a Steinway piano. The library would be responsible for the cost of moving it. He noted that there are still some details to look into, but he wanted to share the conversation with the board.

## OLD BUSINESS

### *BCN-TV*

M. Redmond addressed a comment that was made about the Dec. 5 forum not appearing in Footnotes. G. Kirkpatrick and K. Roberts noted that information about the BCN-TV discussion/survey/forum was finalized well past the deadlines to appear in either of the recent Footnotes. The board asked if there was any flexibility with the Footnotes turnaround times, and K. Roberts said the printing/ mailing timelines are standard. H. Narang asked if the library has email addresses for patrons. K. Roberts noted that she is building an opt-in email list for people to receive Footnotes digitally. C. Brancatella suggested the board consider the Footnotes deadline schedule when promoting new services.

M. Redmond asked if there was any more discussion about the proposal they were considering for changes to BCN-TV studio services. M. Kissinger asked about the overall timeline for training and transition to an A/V makerspace. G. Kirkpatrick said fall was the goal, but there are some variables. M. Redmond said that it would be a good idea to have a schedule outlining implementation goals that could be discussed at each meeting. C. Brancatella suggested that timeline could be posted in the library lobby. M. Kissinger asked if there were any budget implications with the proposal. G. Kirkpatrick said the library would be hiring for the studio assistant position, which was already budget for. Equipment would be purchased and then PEG reimbursement sought. H. Narang asked what the process for reimbursement is, and G. Kirkpatrick said it had changed in recent years but he has heard that approximately \$40,000 in funds is available.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board voted unanimously to move ahead with changes to some BCN-TV services as outline in the Dec. 5 public forum. The channel will remain available to public access programming and the studio office would be relocated to free up more space for public use. The professional-grade audio/visual equipment will be replaced with user-friendly cameras, recording devices and software so that content creators could be trained to self-produce their own programming to be shared on the channel or other online outlets.

*Fire alarm and security update*

The board discussed the fire alarm and security project in conjunction with other upcoming capital needs, including the plaza regrading/snowmelt project and Borthwick home purchase. M. Redmond said the board should take a look at what capital funds are available for upcoming projects so they can decide what to tackle after the HVAC project. She said they would have to decide how much of a cushion they would like to leave in the fund. G. Kirkpatrick said that in January, the library will be able to provide a clearer financial picture with the audited numbers. G. Kirkpatrick said it is a good time to consider some long-range planning for library construction and starting ranking the needs and wants in order of priority. The board asked for G. Kirkpatrick's opinion about the fire alarm and security project, and he said that now is the time to do it. He noted that it already has cleared a major hurdle with SED approval.

H. Narang asked about self-check kiosks, and G. Kirkpatrick said C. Stollar Peters is ready to share her research on the topic.

*HVAC project update*

The pre-bid walkthrough was completed, and some of the contractors seemed very interested. DASNY is expected to review the bids and execute a contract by the end of January.

G. Kirkpatrick noted the difficulty of buying a single iPhone through state contract, and the board suggested he just go to the Verizon store to get one.

*UHLS contract*

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board voted unanimously to authorize the library to enter into a contract with UHLS for a one-year extension of UHLAN services at the charge of \$0.055 per circulation for a total of \$45,372.

The board noted that the nature of the UHLS agreement may change significantly next year pending their discussion about their services.

H. Narang asked about the difference in spending versus circulation between Bethlehem and the Colonie library, and G. Kirkpatrick said that, because Colonie is a town library, there are fewer operating expenses for costs that are borne by the town.

The board discussed ways to pursue shared services between the library and the town, such as snow removal and other administrative tasks.

*Other old business*

On a MOTION by M. Kissinger and a SECOND by H. Narang, the board voted unanimously to accept the final audit report for the fiscal year ending in June 2017.

T. Choppy noted that this was the final year in a three-year contract with the auditors Bonnadio. The board asked if they could get a one-year extension so they could review the bid process. T. Choppy said she was waiting for an answer about the 1-year extension. Bonnadio has been the library's auditor for 10 years.

## FUTURE BUSINESS

### *Board treasurer*

The board noted that they will need to discuss how they want to fill this position.

### *Policy updates/schedule*

G. Kirkpatrick said the board will be presented with some policy updates to review at the upcoming meetings.

### *Resource sharing*

Any changes with Upper Hudson's service philosophy could have an impact on the library.

### *Miscellaneous*

G. Kirkpatrick said the board should be aware that there is a lot of talk about going fine-free in libraries these days, and such a discussion should be on their radar.

B. Sweeney said the board should be prepared to discuss how the communications process worked over the course of the BCN-TV discussion. The board decided to put that on the agenda for January.

## PUBLIC PARTICIPATION

There was no public participation at this time.

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board adjourned the regular meeting at 8:42pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president