

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday June 11, 2018

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tracey McShane, Personnel Administrator  
Chris McGinty, Head of Public Services  
Natalie McDonough, Manager, Programs and Community Outreach  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Cathy Brenner, CSEA Local 6015 president

President M. Redmond called the meeting to order at 6:03pm.

PUBLIC PARTICIPATION

There was no public participation

MINUTES

Minutes of the 14 May 2018 board meeting with noted clarification were approved unanimously on a MOTION by M. Kissinger with a SECOND by L. Scoons.

K. Roberts noted that the wording regarding the social media discussion would be clarified. M. Redmond said that a paragraph under the memorial space paving section seemed to have some remnants of unedited notes.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 May 2018 (Manual Disbursements for May \$41,267.11; Cash Disbursements/Accounts Payable for June \$76,939.74; Trust & Agency Disbursements/Salaries for May \$165,939.62; CapProject Fund/Hand-Drawn Checks for June \$1,868.80; Total: \$286,015.27).

M. Redmond asked where the \$10,000 anonymous donation to the Storch family technology fund lives. G. Kirkpatrick said the money has typically had its own line in the H Fund, along with PEG money and other miscellaneous donations, but that it has reached a point where it is substantial enough that it might warrant breaking it out. M. Kissinger asked what the decision-making process was for purchasing items with the money. G. Kirkpatrick said the family has put very few stipulations on what can be purchased with the intent that it will be spent on public-facing technology. The Friends are meeting the challenge to match the original \$5,000 from the Storchs, and they are in talks to provide a Paypal donation link on the Friends web page to make that easier. H. Narang asked how the library is publicizing the donation to encourage others who might be interested in stepping forward. G. Kirkpatrick noted the recent donation was the result of press the library recently received about the fund. Every year, when the fund renews and also when a technology purchase, like the Oculus Rift, is made using money from the fund, the library publicizes it pretty heavily.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for May 1-31, 2018.

#### MANUAL INVOICES

None

#### RESOLUTIONS

None

#### PERSONNEL REPORT

The board noted the personnel report.

#### PERSONNEL ACTION

No new actions requested at this time.

#### DIRECTOR'S REPORT

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

- G. Kirkpatrick pointed out the pictures from the asbestos abatement inside the library and commended the construction crew for working inside the "habitrail" bubble inside a building without any airflow wearing full hazmat suits on a hot day.
- Bethlehem Supervisor David VanLuven is considering restarting the Sustainable Bethlehem Initiative and will be meeting with G. Kirkpatrick and interested parties from the school district. The initiative was originally started in 2009.
- On some of the days the air conditioning was down, library staff were treated to sno cones from a machine loaned by the Guilderland library. The library is considering purchasing its own sno cone machine. J. Becker said it would be nice to have something like that on minigolf day.
- The Seniors Prom put on in conjunction with the town was a huge success and received a lot of press. The green screen portraits were a hit.
- A recent Alzheimers series was well-attended and provided valuable information.
- Wireless use is up 33 percent, and that number doesn't include the new service at Five Rivers. The first phase of the service is up and running, and the library has contacted local legislators to see if there may be any member item money to expand the service.

- The circulation of eBooks and eMagazines shot up to 10 percent for the first time. G. Kirkpatrick said that was sort of a watershed moment in terms of circulation. He said Bethlehem was one of the first libraries to put in a significant order through the Overdrive Advantage program, which allows libraries to fulfill their patron holds first. The \$10,000 investment is estimated to have halved the wait time for about 180 popular titles.
- H. Narang asked if there was any way to estimate how many people enter and leave the library without checking out anything. C. Stollar Peters said it can be done by looking at the average number of transactions during a given period and comparing that to the door count. This time of year with regents and tutoring, there are a lot of people using the library who are not checking out materials. G. Kirkpatrick said there are a lot of nontraditional way people use the space and the meeting rooms, and the library tries to be as flexible as possible with the demand changing at different times of the day.
- M. Redmond asked if there is any insurance liability with a pressure washer for the Library of Things. G. Kirkpatrick said the lawyers have said the real liability is with means of conveyance like bikes or kayaks. G. Kirkpatrick said that as a government entity, the library is not allowed to compete with private business, which must be taken into consideration when building a Library of Things. B. Sweeney said he's heard a positive response to the possibility of loaning cake pans. The Guilderland library has had a lot of success loaning out tables for picnic and parties.
- Jeremy Johannesen from the Friends and G. Kirkpatrick have been discussing reviving the library book sale now that there is space for book storage. The project would be very labor intensive, but it could provide meaningful volunteer opportunities.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board adopted the amended grant application requirements with the hope that it will make the grant allocating process go more smoothly. G. Kirkpatrick said there will be a number of BPL employees at the June 19 awards dinner.

## NEW BUSINESS

### *Anticipated projects for the board*

The board reviewed a proposed schedule for upcoming projects. M. Redmond said it was a way to keep from losing track of the things that need to be accomplished by certain deadlines. She said she and G. Kirkpatrick would be meeting June 18 to discuss and create a draft list of some of the capital projects potentially coming up in the next few years, as well as tighten up some of the responsibilities envisioned for the board treasurer position. The lists would be a jumping off point for further discussion among trustees leading up to the long-range plan. G. Kirkpatrick said that the current long-range plan expires at the end of the year, leaving the board with two options: complete a new plan by December or renew the current plan for 6 months to allow more time to create a new one. The coming months will also shed some more light on how much money the library has to spend on capital projects, with the completion of the HVAC project and any potential grant allocations.

The schedule has the board making a decision on insurance contracts in September. G. Kirkpatrick said the brokers offered to shop around for some different providers, but the board could also decide to shop around for a different broker. M. Kissinger said he didn't see a lot of value in shopping around for a different broker if the library is satisfied with the work they are doing.

G. Kirkpatrick said he spoke with Craig Tripp of GPI about the plaza estimates and was told the

big decision hinges on whether there is a snowmelt system or not because they are fundamentally different plans. Both would require re-grading, but it would be less with a snowmelt system in place. M. Redmond said she was concerned with the optics of a grand snowmelt system, but it was a bigger discussion for the fall when the board had a clearer picture of existing capital funds.

*M/C salaries 2018-19*

The board reviewed a chart of the proposed salaries, and G. Kirkpatrick noted that they are in line with the same increases received by the bargaining unit. He said that the list is slightly shorter because a recent retirement moved the head clerk position off the M/C list and back into the bargaining unit.

On a MOTION by C. Brancatella with a SECOND by J. Becker, the board unanimously approved the management confidential salaries, effective July 1, 2018 through June 30, 2019.

*Library Card Policy*

The updated policy allows for youth borrowers age 14 and over without a parental signature, and it removes the section about au pairs as that group would already be covered under the temporary resident section. The policy also removes the \$100 deposit requirement for temporary borrowers but limits the number of items that can be checked out at a time to three.

On a MOTION by M. Kissiner with a SECOND by C. Brancatella, the board unanimously approved the updates to the Library Card Policy.

*Sierra eCommerce feature*

Upper Hudson is proposing an online credit card payment service for fines and lost books. It would cost the library 15 percent of the revenue in administration fees, but G. Kirkpatrick said he was in favor of it because there is an expectation that users should be able to pay fines online. B. Sweeney asked if the service could be integrated into self checkout. C. Stollar Peters said that it would not be, but there would be a separate computer set up to facilitate the process. C. Brancatella said she supported the service because these days people do everything online and it would allow for an easy transaction with added privacy. H. Narang asked how instantaneous it would be if someone paid the fine online and went to check out materials. G. Kirkpatrick said he would look into that.

*Nominating committee*

M. Kissinger and J. Becker volunteered to serve as the nominating committee and prepare a proposed slate of officers to be voted on at the July organizational meeting.

*Treasurer and capital project meeting*

Discussed earlier under new business.

*Insurance coverage*

Discussed earlier under new business.

*Other new business*

G. Kirkpatrick told the board that the NYS Tax and Finance Department is requiring the library to set up a process for automatic withdrawal. T. Choppy and G. Kirkpatrick are working to facilitate that change.

OLD BUSINESS

*Plaza feasibility – report from conversation with GPI*

Much of this was discussed earlier under new business. M. Kissinger asked if it the board should schedule additional meetings in order to tackle all of the capital projects discussions. G. Kirkpatrick said the board could create a Building and Grounds committee to prioritize some of the projects before making recommendations to the full board. M. Redmond agreed that it would be a good idea. H. Narang said he would be willing to serve on the committee. G. Kirkpatrick said there could be no more than three members before running into open meeting regulations.

*Fire alarm and security update*

DASNY is sending the project design to Gilbane for a contractors estimate, which is required for the state construction grant application. The library was advised to use a construction manager for the project because of the asbestos abatement component. Gilbane provided the contractors estimate for the HVAC project, and it was very close to the actual costs. H. Narang asked if there had been a conversation about the expandability of the system.

*HVAC project update*

The work is basically complete, and the air conditioning is on. There remains some punch list work to be done and some additional calibrating by the “balancer.” G. Kirkpatrick noted that the library saved almost \$1,000 when the A/C was turned off for a month, and it will be interesting to see what kind of savings the new system will bring.

*Community survey*

G. Kirkpatrick and K. Roberts worked to put together a draft of a community survey to gather information for the long-range planning process. G. Kirkpatrick said it was a stepping off point and not intended to be a statistically accurate tool. C. Brancatella asked if the library also uses focus groups. G. Kirkpatrick said that Upper Hudson offers a service where they facilitate focus groups, and they do a good job. B. Sweeney asked if it might be more useful to ask respondents to use a Likert scale to rate the services rather than asking them to pick the top five. C. Brancatella said that if the list were alphabetized, it might require people to be more thoughtful in looking for their answers. L. Scoons said it might be useful to collect some demographics information as well. H. Narang asked how the survey would be marketed. G. Kirkpatrick said it would be on the website and social media, as well as the weekly library column and in paper form at the information desk. G. Kirkpatrick said he and K. Roberts would go back and try to integrate some of the suggestions into a new version of the survey, which would likely launch around the time of the September/October Footnotes. With that in mind, the board agreed that it would make sense to extend the current long-range plan so they could have until spring to craft a new one.

*BCN-TV update*

G. Kirkpatrick said the library is getting a lot of electronic submissions for PSAs and shows. A high school volunteer will help get the one-button studio up and running. Equipment for the studio has already started to arrive. G. Kirkpatrick said that, although ambitious, the library still hopes to have the studio up and running this summer.

*Minigolf at the library – Sunday, July 8*

Staff and trustees are invited to stop by for pre-event play from noon to 1pm. The Friends are busy trying to sell sponsorships, and they have dropped the price significantly. Last year's sponsors were Four Corners Pharmacy and O'Slattery's.

*Self-checkout report*

C. Stollar Peters said the first kiosk will be installed June 27 in the Children's Place. Two more devices will be installed at the circulation desk later that day. There will be a soft rollout as staffers get trained. She said the library is providing scratch-off incentive cards and asked for the board's approval on a 50-cent fine waiver incentive. She said the prizes could also include an item from the Friends shelf and a bookplate for a person's book of choice. The idea is to market the self checkout service and to make it fun for people to try something new. The board discussed the fine waiver further and decided that the estimated \$100 decrease in potential fine revenue could be considered a marketing investment. The board also suggested stickers as incentives.

*Anti-nepotism policy*

C. Brancatella said she was still working on the policy and would have it before the board shortly.

*Other old business*

None was discussed.

## FUTURE BUSINESS

*Director evaluation*

C. Brancatella said that it is not yet complete, but it will be shortly.

G. Kirkpatrick said the library would soon be doing a smaller staff survey to get some ideas about services and the facility. M. Redmond said it would be good to do a similar survey annually.

*Board treasurer*

Discussed earlier under new business. G. Kirkpatrick reiterated the need to have a third party to provide fiscal checks and balances.

*Policy updates/schedule*

Was not discussed at this time.

*Resource sharing*

Was not discussed at this time.

*Fines and fees*

Was not discussed at this time.

*Board committees*

Discussed earlier under Plaza feasibility.

*Long-range plan*

The board discussed the timeline for the long-range plan and decided to extend the current one for another six months so they could gather information from the staff and community surveys. B. Sweeney asked if they would be using a consultant like last time. G. Kirkpatrick said Upper Hudson has a service where they could facilitate the process.

*Capital projects*

Discussed earlier under new business.

**PUBLIC PARTICIPATION**

There was no public participation.

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 8:14pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president