

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday March 13, 2017

PRESENT: Joyce Becker
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney

Chris McGinty, Head of Public Services
Catherine Stollar Peters, Head of Tech Services, Circulation
Kristen Roberts, recording secretary

EXCUSED: Geoffrey Kirkpatrick, director
Harmeet Narang
Paula Rice

GUESTS: Catherine Brenner, librarian
Natalie McDonough, Manager, Programs and Community Outreach
Gordon Noble, Manager of Information/Readers Advisory
Tracey McShane, Personnel Administrator
Alex Muto, library intern

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

PUBLIC PARTICIPATION

There wasn't any public participation.

MINUTES

Minutes of the 13 February 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board unanimously approved the Financial Statement dated 28 February 2017 (Manual Disbursements for February \$13,744.93; Cash Disbursements/Accounts Payable for March \$20,488.16; Trust & Agency Disbursements/Salaries for February \$165,637.48; CapProject Fund/Hand-Drawn Checks for February \$770.46; Total: \$200,641.03).

M. Redmond note that the fines looked comparatively high compared to past months. C. Stollar Peters said the bump was likely due to the fact that credit card payments are received quarterly, which may have been what was reflected on the most recent statement.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-28, 2017.

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved a new hire for the following vacancy, pending Civil Service approval:

- Library assistant, part-time, permanent, 16 hours/week at \$16.56/hour or per contract.

The board discussed the request to change a permanent part-time Librarian 1 position to a part time Library assistant. C. McGinty noted that the original position was for 12 hours per week, but the library assistant position would come with four additional hours. M. Kissinger asked if there would be a cost difference between the two, and C. McGinty noted that the difference in pay means there would be a small savings even with the increased hours.

WEBSITE PRESENTATION

Cathy Brenner discussed the web team's effort to update the website and move to a Wordpress-based format. Her presentation featured a discussion of the current site versus the new version and noted that the library was moving away from a text-heavy format to something more visually engaging that people can use as almost a third branch of the library. She mentioned changing usage patterns since the last redesign, and the new site's compatibility with mobile devices. She noted that user studies will be conducted in the coming weeks to get feedback from patrons before the launch.

- M. Redmond asked what the library would be doing to notify patrons of the changes. K. Roberts has already mentioned it briefly in past Footnotes, and will be using other public information outlets available to get the word out, including the library column, press releases, social media, signage and user guides. C. Brenner also noted that the user studies will be conducted in the library lobby, lending even more visibility to the changes.
- J. Becker asked if there was some way to increase the visibility of the logo on the home page.
- L. Scoons asked if the search bar were exclusive to the catalog or if it were a site search. C. Brenner said it is just the catalog. She noted that a site search bar used in the past has gotten mixed reactions, and the web team thought the catalog approach was the most useful.
- B. Sweeney asked how the team felt about removing the Twitter feed. K. Roberts noted that it was a more recent edition to the current site intended to be a place for the latest news. The new site will be easier to update more frequently so that may not be an issue. She said that it would be something the web team would be interested in hearing about during the user studies.

DIRECTOR'S REPORT

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

- The board asked what the benefit to the library would be regarding the sale of Navigator passes. C. McGinty said it would be an additional service to offer, but library staff is still investigating if it is a good fit.
- C. McGinty drew the board's attention to the new birdwatching kits and Ozobot robots available to borrow.
- C. Stollar Peters said the library has started circulating 10 new devices to cut down on hold time. As of the meeting, there were 26 holds on 20 devices. User surveys have indicated that the devices are working as expected. M. Redmond asked if there were people keeping the devices past the due date once the fine maxed out at \$5. C. Stollar Peters said that really hasn't been an issue, but staffers will sometimes call and issue a gentle reminder if something is long overdue. She said the library has the capacity to shut of the devices remotely if it ever became a serious issue.
- C. McGinty note that work with the G3 students has begun and the library is looking forward to their 12 days of intensive in-library work.
- The library is in the process of moving some books around to make better use of shelf space.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board discussed the robust turnout at Advocacy Day at the beginning of the month. She said the annual dinner will be held at the Albany Country Club this year on June 14.

NEW BUSINESS

Budget letter

M. Redmond had some questions about the operating reserve funds number, and K. Roberts said she would have T. Choppy get back to her with the answer.

Parking lot and Plaza entrance

M. Redmond said that preliminary meetings with the town's Brent Meredith seem to indicate that the paving and Plaza entrance pavers issues could be extensive and require further investigation and discussion.

Other new business

J. Becker asked if there has been any discussion about an electric car charging kiosk at the library and if there was state or grant money available for that. C. McGinty said it was something the G3 students would likely be investigating.

OLD BUSINESS

Construction manager RFP

M. Redmond said the RFP is being advertised in the Spotlight and on the library website. She said the dorm authority and Sano Rubin were at a walkthrough of the library, and she expects 2-3 proposals to review. The deadline is March 17, and she said she would like to set up a night to review the proposals with herself, H. Narang and an additional board member/s. She said the board should act quickly to keep to the proposed fall 2017 construction timeline.

Director evaluation/employee survey

The board has received 61 responses, including a couple from volunteers. M. Redmond said the intent is to go through the responses and use the information to complete G. Kirkpatrick's performance evaluation.

HVAC project update

M. Redmond said there wasn't much new to report as they wait to move forward with the construction manager hiring. She said once there is a professional on board, the trustees will have some guidance with the HVAC project, as well as additional issues.

Fire alarm and security project update

The project design has been sent to SED for approval.

Other old business

None

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by J. Becker with a second by M. Kissinger, the board adjourned to executive session at 6:51pm to discuss information related to the performance evaluation of an individual.

On a MOTION by B. Sweeney with a second by J. Becker the board adjourned executive session at 7:41pm; no action was taken.

On a MOTION by J. Becker with a second by L. Scoons, the board adjourned the regular meeting at 7:42pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president