

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday March 12, 2018

PRESENT: Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Joyce Becker
Caroline Brancatella

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Nancy Benedict

President M. Redmond called the meeting to order at 6:09pm.

PUBLIC PARTICIPATION

There was no public participation

MINUTES

Minutes of the 12 February 2018 board meeting were approved unanimously on a MOTION by H. Narang with a SECOND by M. Kissinger, with minor correction noted below.

M. Redmond pointed out there was a minor typo in the description of self-checkout implementation on Page 5.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 28 February 2018 (Manual Disbursements for February \$63,653.03; Cash Disbursements/Accounts Payable for March \$39,572.30; Trust & Agency Disbursements/Salaries for February \$164,655.83; CapProject Fund/Hand-Drawn Checks for February \$3,652.40; Total: \$271,533.56).

M. Redmond asked if the library could expect a surplus at the end of the fiscal year, barring any unexpected costs. G. Kirkpatrick said it was likely.

M. Kissinger noted the \$5,000 payment to Dave's Glass, which was for a new door to the Delaware Avenue entrance.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-28, 2018.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

There are no personnel actions requested at this time.

L. Scoons asked about the part-time librarian position that has been open since July. G. Kirkpatrick said that there wasn't a civil service list at the time as they were transitioning to a new test. There is now a list, but the Friday evening hours make the position harder to fill.

DIRECTOR'S REPORT

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

- G. Kirkpatrick commended staffers in the areas affected by construction for being so accommodating and flexible. He praised the work the maintenance department has done clearing things out and storing the furniture and equipment. He said that the Borthwick house has provided the library with storage options that minimize the impact on public areas.
- The library hopes to find a new job coach volunteer because, although not a common service, it has been very appreciated when needed. The job coach typically offers one-on-one resume help and assistance with applications that goes beyond the basic help provided at the reference desk. Many past volunteers have found the position a good way to give back to their community.
- There is a new trend with museum passes to offer discounts instead of free passes. The library has traditionally shied away from those options, but many of them are to places that are in demand, so it may have to be revisited at some point.
- M. Redmond asked for an overview of the concerns a patron had recently after being unable to attend a Puppet People program due to room capacity issues. B. Sweeney said that he understands that those things can be unavoidable at times.
- H. Narang asked if the pop-up library card program is mobile and could be set up at the pool or other places. G. Kirkpatrick said the whole thing was mobile as long as there was internet access and electricity. The program does take three staffers to run.
- C. Stollar Peters is looking into using automated information from the schools to give every Bethlehem Central student a library card. The data exists, but the logistics involve sorting out privacy and other issues.
- In addition to the new GoPros and American Girl doll, the library now has analog-to-digital converters to borrow from the Library of Things. G. Kirkpatrick would like to use the old GoPro cameras to create a VR tour of the library.
- The partnership with NYS DEC to add Wi-Fi at Fiver Rivers is a first between the state and a public library.
- Many staffers received Department of Labor training regarding prevailing wage. There is a lot of regulation involved, and it is better to be up on all of the intricacies.

- M. Redmond said she would like to include the Sustainable Library Certification Program in the future business line of the agenda for additional discussion.
- N. McDonough touted the success of Froggy's visit during Take Your Child to the Library Day and during school outreach.
- M. Redmond asked if there was any feedback regarding icing issues on the plaza. G. Kirkpatrick noted that there had been some falls, and feedback from someone who opposed closing the brick walkway on the berm, which is steep in places. Currently, barriers and signage are set up on both ends of the walkway, but the board said the library should consider professional signs and more permanent barriers there until the overall drainage and icing issues can be addressed.
 - The board discussed the plaza feasibility study from GPI that they heard in late 2017 and where the project fit in the order of capital improvement priorities.
- Wi-Fi use is still up at the town park, even in the winter months.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted the board approved the remaining construction grant award to the Berne library and are now revisiting the guidelines to provide more guidance for applicants.

NEW BUSINESS

Nepotism policy

The board reviewed a draft for a nepotism policy. Previously, the information had been a part of the staff handbook, but it had not been a policy. M. Kissinger asked how the policy would apply if all three reachable candidates were related to someone at the library. G. Kirkpatrick said that Civil Service law would take precedence. M. Kissinger said that Civil Service already provides protection in hiring practices. H. Narang said that if the intent was to keep someone from a position of authority from influencing hiring, then the wording should be changed to reflect that rather than it being a blanket policy. B. Sweeney noted that in academia, spousal hiring happens all the time and does not seem unusual. He said he could imagine some type of policy that would cover those in a position of power. The board opted not to vote on the policy as written and asked to see another draft that creates a reasonable differentiation between those to whom it would apply.

Music interest meeting

B. Sweeney and M. Kissinger agreed to meet March 14 at the library to begin a discussion about music services.

Overdrive Advantage/resource sharing

G. Kirkpatrick revisited the Overdrive Advantage discussion and said Upper Hudson is currently drafting an MOU that would allow libraries in the system to take part. Overdrive Advantage lets libraries purchase additional copies of e-books that would go to satisfy that library's patron holds first before being released to the entire Upper Hudson system. Libraries would still have to fulfill their commitment to purchasing e-books for the entire system. The hope is that the new service would help Bethlehem tackle the long wait times patrons are seeing for e-books and e-audio. H. Narang asked how new e-books were advertised. K. Roberts said Upper Hudson puts together some e-collections that are pushed out through the library's social media, but most new e-books

already have waitlists. G. Kirkpatrick said he was reluctant to do too much to promote materials that aren't available. The board discussed the higher costs involved with e-materials versus print materials and the reason for the discrepancy.

Auditor 2017-18

T. Choppy said that with the expiration of the current contract with the library's auditors Bonadio Group, the firm has proposed continuing service for \$12,875 in 2018-19 and \$13,000 for the following year. The board noted that they were interested in doing an RFP every three years for auditing services, but it may be too soon to get that in place for the next fiscal year. They recognized that it may take some time to get qualified candidates to respond to the request so they opted to continue with Bonadio for another year and commit to getting an RFP in place for the August agenda.

Other new business

T. McShane noted that some staffers will be participating in the Workforce Challenge on May 17. G. Kirkpatrick asked if the board would be willing to grant those people an hour of leave time as in years past so they could get downtown in time for the start.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously agreed to grant the staffers representing Bethlehem library at the Workforce Challenge an hour of leave for early dismissal on the day of the event.

OLD BUSINESS

Fire alarm and security update

On hold pending current project.

HVAC project update

Clough Harbor recently did an independent air quality test of a material from the mezzanine ceiling and found that it was not asbestos. The engineers are working 6am-2pm, which gives them a number of hours to work before the start of business. The communication with Wilkins has been good, and so far, the project has had little impact on the public. Once the upstairs duct work is complete, cable will need to be rerun, carpeting installed and walls painted.

Mezzanine carpet

The board reviewed a quote from a state contract vendor with an understanding of prevailing wage requirements. The carpeting would be put down in tiles.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously approved a proposal from Landmark Flooring Concepts to install carpeting on the upstairs floor for a total cost of \$11,324.15

BCN-TV – Spectrum quote

The board reviewed a quote from Spectrum for the cost of moving the BCN-TV dropline from the studio to the IT department. G. Kirkpatrick said that costs would be covered by PEG money the library already has. He noted that Verizon is doing the same service at no cost.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously agreed to pay Spectrum \$5,395 to move the dropline for BCN-TV to the IT department.

Self-checkout update

H. Narang asked about the feedback from the downstate library that is already using Tech Logic self-checkout. G. Kirkpatrick reported that they were pleased with the system and use it in a way that is fully integrated with RFID and an automatic sorter. Representatives from the company were able to meet C. Stollar Peters and Sylvia Taylor to answer questions.

Time clock/time sheet update

The library has just run the first payroll using the new time clock and the pages as a test. The information was also recorded on traditional timecards as a backup. Users can sign in with a fingerprint or a code. Implementation for most staff will be in April with it well in place by the new fiscal year in July. Multiple notices will be sent to staff as a reminder of the twice-monthly payroll, beginning three months prior to July.

Other old business

The board reviewed the list of pending capital projects they have discussed in the past and talked about how they were going to prioritize and fund those projects. Among the items on the list: fire and safety updates (already received SED approval); drainage and icing on the plaza; demolition of 59 Borthwick Ave. property; asbestos abatement and roof drainage; relocation of public service desk; and electrical capacity issues.

H. Narang noted the interconnectedness of many of the issues, and said he wanted to make sure in the decision that they consider that so they don't risk spending money on a project that will be torn out or obsolete in the future. M. Redmond said that once the HVAC project was complete, surplus funds would likely only cover one more of the health and safety projects on the list. The board agreed that the plaza icing issue needs to be addressed soon. M. Kissinger asked if a change to the entrance pattern at the library could address the issue as well, since the new parking lot layout presents the garage area as a natural entrance. The board agreed that they wanted to address building issues in a complete way, rather than doing the little fixes that would only shift the problem to a future date. They talked about how bigger building projects require a 5-year plan to present that vision to the community. M. Redmond said there are a lot of unknowns in how the bonding process works that would need to be better understood. The board planned to review that plaza feasibility study again before scheduling another meeting with Craig Tripp from GPI and be ready to discuss in April and May.

Trustees talked about how to get public input from a representative population when they are ready to talk about bigger picture building aspirations. G. Kirkpatrick said that Upper Hudson has a process in place to run focus groups.

FUTURE BUSINESS

Director evaluation

H. Narang and C. Brancatella are in the process of finalizing an evaluation form and will have a draft to board members before the April meeting. H. Narang said trustees would have a couple of weeks to fill out the form and can email it back or bring in a hard copy.

Board retreat

B. Sweeney asked where a board retreat would fit in with capital planning discussions. M. Kissinger said the board should hold off until after the election before planning one.

Board treasurer

No discussion at this time.

Policy updates/schedule

The board will review a revised nepotism policy in April.

Resource sharing

No additional discussion at this time.

Fines and fees

G. Kirkpatrick said this will continue to be a big topic among all Upper Hudson libraries in the coming year. H. Narang asked about fundraising by the Friends as a way to generate more revenue for capital projects. L. Scoons asked if they had looked into estate giving. The board agreed that a meeting with the Friends should take place in the next couple of months.

Board committees

No discussion at this time.

PUBLIC PARTICIPATION

The following people spoke:

- Nancy Benedict asked if there was any discussion about BCN-TV before she arrived.

On a MOTION by H. Narang with a SECOND by L. Scoons, the board adjourned the regular meeting at 8:30pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president