

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday May 14, 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: Tanya Choppy, Accounts Clerk  
Tracey McShane, Personnel Administrator  
Chris McGinty, Head of Public Services  
Cathy Brenner

President M. Redmond called the meeting to order at 6:04pm.

BUDGET PRESENTATION

G. Kirkpatrick discussed the 2018-19 budget draft, noting that the 2.7 percent levy increase is under the tax cap. That percentage is arrived at based on the expansion of the tax base and a decrease in PILOT payments.

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 9 April 2018 board meeting were approved unanimously on a MOTION by J. Becker with a SECOND by B. Sweeney with M. Kissinger abstaining.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 April 2018 (Manual Disbursements for April \$38,170.32; Cash Disbursements/Accounts Payable for May \$59,895.68; Trust & Agency Disbursements/Salaries for April \$163,816.25; CapProject Fund/Hand-Drawn Checks for April \$7,263.80; Total: \$269,146.05).

BANK ACCOUNT RECONCILIATION REPORT

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

## MANUAL INVOICES

None

## RESOLUTIONS

None

## PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick discussed the reason behind combining the two part-time studio positions into one full-time library assistant position. He said the idea was not to have the position dedicated solely to the studio but to free up desk time so librarians could offer tech training to studio users during all of the hours the library is open. Studio users will go through an orientation and certification process similar to what is already in place with the 3D printer. This system would allow use of the space during nights and weekends.

## PERSONNEL ACTION

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

- Library assistant, full-time, permanent, 35 hours/week at \$36,137/annual or per contract.

## DIRECTOR'S REPORT

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

- The custom library card programs have had the unexpected impact of increasing the number of registered borrowers by about 20 with each event. It has been a fun and exciting use of the library's card printer.
- G. Kirkpatrick said the lockdown drill with Det. Whitely from the Bethlehem Police Department was a good way for staffers to identify emergency strategies in a low-key environment. As a result of the drill, speed dial on all phones was reconfigured to include 911 and the non-emergency police number. A phone was also installed in the supply closet, which could also be used as an emergency storm shelter. The board discussed the difference in procedure from a lockdown and fire drill, and some of the unique aspects of a lockdown at the library.
- The presenters with the Immigration 101 were able to provide some additional resources to the library's kits for new citizens that are available to borrow.
- The beginners Facebook class filled quickly, and some people who weren't able to attend asked for additional sessions. It demonstrated that there was still a lot of demand for basic social media instruction. M. Kissinger asked if it was something the library could create instructional materials and videos for, possibly for broadcast on the public access channel.
- The overall collection size continues to grow, with strong growth among ebooks. The library is rearranging some of the spaces to make more room for people inside the library, but the collection size is not shrinking. H. Narang asked if the library ever passed on materials to other libraries in the system when they are no longer in demand at BPL. G. Kirkpatrick said that most of the time, once BPL is ready to weed an item, it is no longer needed by other libraries. He said that is not the case with movies, which are often still in demand for communities with large areas lacking broadband. Upper Hudson has a system in place that will allow BPL to pass culled titles to those libraries. The board discussed the preloaded Kindles that are no longer being circulated and asked if there was some way to donate them. G. Kirkpatrick said that the technology is old at this point.

- Program attendance has already surpassed last year even though the number of programs is lower, highlighting the library's focus on high value programming.
- When discussing library WiFi, L. Scoons noted the large number of people at any given time using the WiFi from their cars in the parking lot.
- G. Kirkpatrick said that as the new fiscal year approaches, it looks like there are a couple of budget lines that will be underspent, leading to a potential fund balance of \$225,000 heading into the new budget year. He said the library also expects to receive it \$289,000 in construction grant money sometime in the fall. The materials budget line will be slightly overspent as titles are added under Overdrive Advantage.
- G. Kirkpatrick handed out some custom scratch-off cards created to market the new self-checkout systems.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons reminded the board that the Upper Hudson awards dinner was scheduled for June 19. The library has won program of the year in the youth and adult categories. She said the judges were impressed with both the Federalist Papers series and Rubber Ducky Club. The library will be showing off the card printer at the event. Other libraries have expressed interest in the technology, and G. Kirkpatrick said BPL would make it available to borrow after about a year.

## NEW BUSINESS

### *Social media policy*

The policy was updated to provide a way to talk about rules about how people comment and post. B. Sweeney asked if the part of the policy that prohibits "vulgar language" could be interpreted as inconsistent with other library policies invoking neutrality with respect to content. K. Roberts said the policy provides an appeals process that allows people to approach the board. C. McGinty said that much of that behavior is already addressed in the patron conduct policy.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously approved the updated social media policy.

### *Streaming music service*

Freegal offered its streaming music service to the library for \$5,900 a year. G. Kirkpatrick said that, without any data, it is hard to know if enough people would use it despite the available free streaming music sources. M. Kissinger thanked library staff for their research into the service but said it does not seem to be worth the cost. B. Sweeney agreed and said that he really felt that the 3-hour limit per day was overly restrictive.

G. Kirkpatrick said that the nature of the physical CD collection is likely to change in the coming years as more people stream music or purchase it digitally. Staff and trustees will need to think about how they can meet those changing needs. B. Sweeney said he was worried a smaller CD collection would mean losing the opportunity for patrons to serendipitously run across music while browsing.

### *Microfilm reader*

G Kirkpatrick said the current reader is aging and running on an unsupported operating system. He noted that many materials are only available in the microfilm format so it is not feasible to go without a reader.

On a MOTION by C. Brancatella and a SECOND by H. Narang, the board unanimously authorized the library to purchase a new microfilm reader at the cost of \$5,100.

*GASB 75*

The library is required to provide actuarial accounting of post-employment benefits every two years, BPAS recommend by auditors. The board reviewed quotes from three firms for the service. BPAS has done the service in the past and was the one recommended by the auditors.

On a MOTION by C. Brancatella and a SECOND by M. Kissinger, the board unanimously voted to select BPAS for actuarial services for the cost of \$6,500.

*Memorial Day parade*

G. Kirkpatrick said board members were invited to walk with staffers at the parade, and anyone interested should contact him at some point before the event.

*Mini-golf at the library*

Mini-golf will be held Sunday, July 8, this year and trustees are invited to help out or just come and play. The event is 1-5pm for the public, but staffers, trustees and their families are invited to play from noon to 1pm.

*Community survey*

G. Kirkpatrick said the library would like to put out some simple survey questions to the public to get some feedback as the board moves into the long-range planning process. He said he would share with the board the draft list of questions for feedback before the survey goes live.

*Memorial space paving*

Ian Bogle memorial fund stands at \$2,100, and the library has received a \$5,100 proposal to pave the memorial garden area outside the Children's Place. C. McGinty and G. Kirkpatrick agreed that it would be a good way to create some outdoor reading and playing space while honoring Ian. The goal is to have it usable during the nice weather.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously agreed to authorize the paving of the Ian Bogle Memorial Garden space for the cost of \$5,100 to be offset by the memorial fund.

*Other new business*

G. Kirkpatrick said that the Nov. 12 board meeting is scheduled for Veterans Day. The board agreed to move the date to the 13<sup>th</sup>.

C. Stollar Peters was written about in the American Libraries journal, the preeminent library publication, for her Ph.D project.

## OLD BUSINESS

### *Plaza feasibility review*

The board said they would be interested in a representative from GPI coming to the next board meeting to discuss plaza fixes along with some additional estimates for other walkway surface types.

### *Fire alarm and security update*

The plan is to submit the project for an Upper Hudson building grant, but the library does need a contractor's estimate to proceed with the submission. The board agreed that the estimate is needed either way and to move ahead with it.

### *HVAC project update*

M. Redmond noted that the DASNY report was not included in the packet. G. Kirkpatrick said he would forward the board a copy and have it included in the updated packet for the record. He said the large air handlers are in Albany, but there is a wait on some of the smaller components. He said the timetable is not yet set in stone, but it would be likely the library would have to close the Friday before Memorial Day weekend and possible for some of the Thursday so that workers could do the asbestos abatement and lift the rooftop units in place.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously granted G. Kirkpatrick the authorization to close the library as needed prior to Memorial Day Weekend to accommodate HVAC construction.

The board was warned that the website and phone system will go down at some time over the weekend. Trustees discussed whether the town or the school district would be willing to post that information on their sites. The library has extended due dates that would fall over the weekend of the construction project and is looking into how to shut off hold notices.

### **Boiler field report**

M/E Engineering said the library's boiler was up to code when it was installed, but that it should be considered as part of a coming capital project. Any construction to it would require full SED review, which would be about a year and a half at this time. The board agreed that it was not worth trying to wrap it into the current HVAC project.

M. Redmond said that it is imperative that the board start working on a list of capital issues that need to be addressed.

### *BCN-TV update*

HVAC construction has keep staff from being able to make many changes to the space, but plans are being finalized for the one-button studio. The two-room configuration is likely to be opened up into one space, and the blinds will be removed from the window. G. Kirkpatrick said the goal is to have it up and running sometime this summer.

### *Anti-nepotism policy*

C. Brancatella asked if she could work on the policy draft before to board reviews it further.

*Other old business*

No other old business discussed at this time.

FUTURE BUSINESS

*Director evaluation*

C. Brancatella said she would have a report for trustees by the next meeting.

*Board treasurer*

A preliminary list of the financial duties of library staffers has been put together by T. Choppy and G. Kirkpatrick. M. Redmond said it illustrates the importance of the treasurer position for checks and balances. She said a complete list of tasks will help the board better identify what the treasurer would do.

*Policy updates/schedule*

This was not discussed at this time.

*Resource sharing*

This was not discussed at this time.

*Fines and fees*

This was not discussed at this time.

*Board committees*

This was not discussed at this time.

*Long-range plan*

This was not discussed at this time.

*Capital projects*

This was not discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by L. Scoons with a SECOND by H. Narang, the board adjourned the regular meeting at 8:45pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president