

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday November 13, 2018

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Chris McGinty, Head of Public Services
Cathy Brenner, Cathy Brenner, CSEA Local 6015 president
Gordon Noble, Manager, Information and Readers' Advisory
Tracey McShane, Personnel Administrator
Alan Walther, The Bonadio Group

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

PUBLIC PARTICPATION

There was no public participation at this time.

DRAFT AUDIT PRESENTATION

Alan Walther of The Bonadio Group reviewed the draft report and required communications letter. The library has received an unmodified opinion — the highest level of assurance. The report noted no deficiencies considered to be material weaknesses and no instances of noncompliance with regard to internal controls. The final report will be placed in the public record.

The report noted that the library had adopted one new GASB governmental accounting standard, which changed the way post-employment benefits were recorded. Under the new standards, the library has a positive net position of about \$58,000. A. Walther said that many other government organizations are in a negative net position.

In response to a question by H. Narang, T. Choppy said that health care and other post-employment costs are estimated by an outside actuary.

M. Redmond said that before finalizing the drafts, she would like to take a closer look at how the HVAC project expenses were accounted for at the end of the fiscal year.

MINUTES

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

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 October 2018 (Manual Disbursements for October \$31,968.42; Cash Disbursements/Accounts Payable for November \$93,675.67; Trust & Agency Disbursements/Salaries for October \$189,112.46; CapProject Fund/Hand-Drawn Checks for November \$0; Total: \$314,756.55).

In response to a question by M. Kissinger, T. Choppy noted that the check made out to Albany Family and Children is for Capital EAP benefits provided to the staff.

BANK ACCOUNT RECONCILIATION REPORT

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

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick noted that N. McDonough is resigning to take a position with the State Division of Library Development. He told the board he would like to refill her position (Librarian II), along with the library assistant position, which was also recently vacated. He said he is still looking at how he would like to replace the full-time technology assistant position, but it would include reclassifying it. He requested the board continue holding the position as he and T. McShane work with civil service to come up with a reasonable title for it.

In response to a question by H. Narang, G. Kirkpatrick said that library assistants provide support on the reference desk and in programs under the supervision of a librarian, expanding desk time and freeing up more librarians to do outreach.

The board said they would discuss the specifics of the treasurer position in executive session.

PERSONNEL ACTION

On a MOTION by H. Narang, with a SECOND by M. Kissinger, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library page, part-time, permanent, 13.85 hours/week at \$10.40/hour or per contract.
- Library assistant, full-time, permanent, 35 hours/week at \$36,860/annual or per contract.
- Librarian II, full time, permanent, 35 hours/week at \$60,004/ annual or per contract.

DIRECTOR'S REPORT

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

- Staff had just returned from the NYLA conference in Rochester, and their reports will be part of the December board packet.
- Work on the Makerspace studio continues. There may be some delay as N. McDonough was in charge of implementation, but it is moving forward. The studio will be available for a soft opening in the coming months, and will be written up in the January/February Footnotes.
- As survey results come in, one recurring theme is that some people are requesting services that are already provided, so the challenge is to find new ways to get that information to the people who can use it. H. Narang asked if there was a way to use email addresses through Overdrive to promote the survey to more users. G. Kirkpatrick said that while it is a possibility, the board would need to carefully consider the possibility of a negative reaction about unsolicited emails. He did note that Overdrive users seem to be fairly well represented in the survey results so far. Because the inflow of survey results has tapered off, the upcoming Spotlight advertisement will provide the library with some good marketing data.
- G. Kirkpatrick invited board members to play with the synthesizer, sampler, drum machine, bass machine and mixer that C. Stollar Peters had set out for display earlier in the evening.
- The new Makerspace-ready laptops are preloaded with Adobe Premiere, Audacity, and staff are still researching the best software for Twitch (or video game) streaming as that has emerged as a popular video platform for a younger demographic.
- The goal is to have the tech room updates ready in the next couple of months.
- B. Sweeney said he and his children have reached their personal goal of 15 libraries in the Library Expedition. He said it has been a really fun opportunity.
- C. Brancatella said she had received some positive feedback about the library's civil service class. G. Kirkpatrick said it was very popular, and the library will probably hold the program again. Other libraries were also interested.
- M. Redmond asked about updating the director's evaluation form, and C. Brancatella said she and M. Kissinger had volunteered. G. Kirkpatrick said that they don't have to worry about the technology to deliver the form, as the library has much of that available. They would just need to come up with any revised questions/content.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board meets the following night to talk about the central library budget and a possible grant update.

NEW BUSINESS

Board treasurer

Interviews have been completed. G. Kirkpatrick said there was a very strong applicant pool and candidates, and he is confident they will hire someone who is an asset to the library. M. Redmond said those interviewed seemed excited about the work, and both noted that the part-time nature of the job was well understood and a draw for most applicants.

UHLAN contract extension

G. Kirkpatrick said that he wanted to add this to the agenda as a placeholder for next month when the board will be asked to vote on a one-year extension to the UHLAN contract. Upper Hudson is still in the process of trying to define what a net lender is and what that would mean as far as additional compensation.

Long range capital plan

G. Kirkpatrick said he had spoken with library planner Paul Mays about his process, and he said his cost for performing a long-range planning needs assessment is \$500 and would include discussion with staff and trustees. His report will include a proposal to create a long-range plan. G. Kirkpatrick said he felt it was a good idea to get the conversation going and facilitated by someone familiar with the process. P. Mays has work with many libraries, including Voorheesville and Guilderland.

The board agreed to move forward with working with P. Mays, and said they would start looking at some non-meeting times that they will be available in January.

Other new business

M. Redmond asked why there was cold air blowing into the board room on a chilly November evening. G. Kirkpatrick said this is something that is being evaluated as the new HVAC system moves into the heating season.

NYS Retirement System invoice

On a MOTION by M. Kissinger with a second by C. Brancatella, the board unanimously authorized prepayment of the NYS Retirement System annual invoice for 2019, in the amount of \$283,682.

OLD BUSINESS

Bethlehem First Night

G. Kirkpatrick said the town has declined to provide snow removal for the library on First Night, if needed. J. Becker said the library should reach out again to the town to see if they could come up with other options. M. Redmond said snow removal had been a requirement since day one. The board asked if the library might be able to privately contract snow removal for that night. The board reluctantly agreed to move forward with First Night participation only because the library had made a commitment to the community and promoted it in the Footnotes newsletter. Board members agreed to revisit participation in the future based on this experience.

Capital Projects/Long Range Plan

This was discussed earlier under new business.

Fire alarm and security update

G. Kirkpatrick said that barring the design expenses, the library is not too far into the fire alarm and security project, and he has not heard much call to move forward with it as is. He said that instead of sitting on the project any longer, he would rather pull the library's application for the Upper Hudson grant money while it can still be useful to other libraries.

M. Redmond said she supported withdrawing the application, but would like to keep the four main components (asbestos removal, lighting, security and fire) in mind as the board begins outlining long-range goals. She said the board was not completely aware of all of the bells and whistles that were a part of the design that may have been unnecessary. She said they have learned from the experience and may want to ask who they'd like to be working with as a designer for future projects.

The board agreed to pause and reassess what is necessary as part of the long-range plan.

On a MOTION by C. Brancatella and a SECOND by H. Narang the board voted unanimously to withdraw the library's application for UHLS grant money for a fire alarm and security project.

HVAC project update

G. Kirkpatrick said close out of the project is not complete, as maintenance and Johnson Controls continue to make adjustments.

BCN-TV/studio makerspace update

The library has been offering Adobe Premiere training through numerous programs, and will be doing a soft opening of the studio with longtime producers.

Staff Development Day and Luncheon

Trustees were invited to attend some or all of the programming.

Other old business

No other old business.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility

No further discussion at this time.

Policy updates/schedule

No further discussion at this time.

Resource sharing

No further discussion at this time.

Fines and fees

G. Kirkpatrick said Albany Public Library is planning to go fine free for all ages at the beginning of the year. H. Narang asked what the affect would be in lost revenue, and was told that it would be more than offset by PILOT income. G. Kirkpatrick said they have a very compelling social just argument to go fine free. B. Sweeney said it will be exciting to watch the transition to learn how such a move affects a library similar in scale to Bethlehem. The board discussed whether a guilt jar or honor system fines would be successful.

PUBLIC PARTICIPATION

There was no public participation at this time

EXECUTIVE SESSION

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board adjourned to executive session at 8:03pm to discuss the salary and other conditions of employment of an individual.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board adjourned executive session at 8:49pm; no action was taken.

On a MOTION by H. Narang, with a SECOND by L. Scoons, the board adjourned the regular meeting at 8:50pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president