

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday February 8 2016

PRESENT: Mary Redmond
Lisa Scoons
Harmeet Narang
Joyce Becker
Mark Kissinger
Brian Sweeney
Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Tamra Wright

GUESTS: Tanya Choppy, Accounts Clerk
Gordon Noble, Manager of Information/Readers Advisory
Tracey McShane, Personnel Administrator
Natalie McDonough, Manager, Programs and Community Outreach
Chris McGinty, Head of Public Services
Janice Irwin, BCN-TV studio manager

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

PUBLIC PARTICIPATION

None

MINUTES

Minutes of the 11 January 2016 board meeting were approved on a MOTION by L. Scoons with a SECOND by J. Becker

FINANCIAL REPORT

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 31 January 2016 (Manual Disbursements for January \$74,940.60; Cash Disbursements/Accounts Payable for February \$80,975.04; Trust & Agency Disbursements/Salaries for January \$160,438.74; CapProject Fund/Hand-Drawn Checks for January \$0.00; Total: \$316,354.38).

M. Redmond asked that the revenue from proctoring fees be added to the Current Monthly Revenue and Report of Estimated and Actual YTD Revenue sections of the financial statement. T. Choppy said that it would be included there moving forward.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-31, 2016.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Senior library clerk, permanent, 35 hours/week at \$31,992 or per contract
- Library clerk, permanent, 16.69 hours/week at \$12.48/hour or per contract
- Library page, permanent, 13.85 hours/week at \$9/hour or per contract
- Librarian 1, permanent, 11.67 hours/week at \$24.72/hour or per contract
- Technology assistant, permanent, 35 hours/week at \$30,695 or per contract

The board asked for some clarification on the positions requiring backfill because some represented internal movement of staffers or anticipated vacancies, so they did not correlate with a resignation letter. In response to a question by M. Redmond, G. Kirkpatrick said the board is notified if there is any need for a new hire to overlap a staffer that is leaving the position. G. Kirkpatrick noted that some upcoming retirements of longtime employees will result in significant salary savings with future hires.

DIRECTOR'S REPORT

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

- The number of people using the study spaces for Regents is increasing, and continues to justify the dedication of the board and community rooms to that purpose.
- The hallway digital bulletin board has been an inexpensive and useful way to provide people with information about programs taking place at the library. Staff is considering some updates to the story room foyer as well.
- G. Kirkpatrick thanked M. Redmond for attending the open house with Pat Fahy.
- B. Sweeney asked if the library had noticed a circulation change in DVDs following the shift in the fines and lending period. G. Kirkpatrick said there was definitely more space on the shelves. C. McGinty said staffers were discussing arranging DVDs in a more browser-friendly way, with family films on the prominent shelves. The library is also looking at bringing in more TV series and popular movies now that there is more shelf space. M. Kissinger said it is worth asking what role the libraries might fill in movie borrowing needs with Netflix, Redbox and On-Demand options out there.
- Ebooks saw a 20 percent month-over-month circulation increase, but those numbers have eased off from a high of around 30 percent.
- Emagazines experienced a very successful first year, with many of the titles initially paid for by Bethlehem being picked up by UHLS, allowing us to try out new titles.

UPPER HUDSON LIBRARY SYSTEM REPORT

The meeting will take place Wednesday, Feb.10. There was no meeting last month.

NEW BUSINESS

Libraries transform campaign

Bethlehem is looking at taking part in a localized version of the ALA's nationwide PR campaign promoting the different ways libraries can be used. The goal is to market the library and raise awareness among patrons and non patrons about what is available. The campaign focuses on 12-word slogans starting with "Because ..." and featuring many with a local spin. G. Kirkpatrick and K. Roberts are currently pricing bracket hardware, which can be reused for future promotions. H. Narang asked if the library can include some of the banners on the Delaware Avenue side. J. Becker said it would be a good idea to check with the town to see if there is any concern there. G. Kirkpatrick said he will approach the town.

Engineering addendum

M/E Engineering submitted a proposal for replacing an electrical heater with a hot water heater in the garage, as well as some drain and electrical outlet work in the studio at a cost of \$2,500 to add to the existing project.

On a MOTION by H. Narang with a second by M. Kissinger, the board unanimously approved the \$2,500 proposal by M/E Engineering for HVAC Replacements - Garage and Studio (document included in February 8 board packet).

Other new business

The board moved up the date of the March meeting from March 14 to March 7.

OLD BUSINESS

Update on HVAC design

The board reviewed the proposal for abatement design from the company subcontracted by M/E Engineering – Shumaker Consulting Engineering & Land Surveying. H. Narang pointed out that the \$15,948 proposal did not include any actual construction. The board said it understands that hazmat work does come at a premium, but they asked G. Kirkpatrick to get some clarification on what those costs include before voting on the proposal. G. Kirkpatrick said he would follow up and have the information ready so the board could vote at the next meeting.

M. Redmond asked that the board be provided with a spreadsheet that gives a summary of the different projects agreed to as part of the overall HVAC update.

Payroll

G. Kirkpatrick said further discussion with library accountants showed that the leap year payroll issue had already been accounted for because the library was on a full accrual system. The board discussed changing the way accruals are accounted for in the future.

2016-17 draft budget

G. Kirkpatrick distributed a draft of the budget. Additional items:

- The decrease in staff lines of 1.2% is significant because they represent the largest part of the budget. There were also decreases in retirement contributions as well as savings through upcoming retirements.

- The increase in the health insurance line reflects the fact that it is the biggest unknown because insurance costs follow a calendar year and not the library's fiscal year. The library experienced a significant increase in costs this year so G. Kirkpatrick said he wanted to be prepared if that happens again.
- The materials line is at 12%, which G. Kirkpatrick said is a good benchmark for what libraries should be spending. H. Narang asked about allocating even more to ebook purchases, and the board discussed how that could be done. It was agreed that, while there would be no change to the budget line, librarians should be directed to aggressively purchase ebooks with savings to be found in other lines.
- There was a healthy increase in the PILOT, with that number expected to steadily increase over the next few years.

The board took a straw poll indicating it is in favor of moving forward with the budget as proposed. G. Kirkpatrick then filed the budget numbers with the state comptroller electronically at 8:06pm.

G. Kirkpatrick said many people may actually see a decrease in their library taxes because the tax base itself had expanded.

On a MOTION by B. Sweeney with a second by H. Narang, the board unanimously approved the 2016-17 draft budget as written for public presentation. The budget proposes a levy of \$3,750,557, an increase of 0.75% or \$27,883.

Library signs

G. Kirkpatrick said the board had indicated some interest in an electronic sign on Delaware Avenue, and other libraries had some success with them. J. Becker noted once again a possible conflict with the town and its sign laws.

Other old business

None.

PUBLIC PARTICIPATION

None.

On a MOTION by J. Becker with a SECOND by H. Narang, the meeting adjourned at 8:12pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president