

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday July 11 2016

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

GUESTS: Natalie McDonough, Manager, Programs and Community Outreach
Tanya Choppy, Accounts Clerk
Catherine Stollar Peters, Head of Tech Services, Circulation
Tracey McShane, Personnel Administrator
Janice Irwin, BCN-TV Studio Manager
Chris McGinty, Head of Public Services
Jeremy Johannesen, Executive Director of NYLA

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

PUBLIC PARTICPATION

There was no public participation.

OATH OF OFFICE

M. Redmond administered the oath of office to new trustee P. Rice. Board members introduced themselves and provided a little biographical information before welcoming P. Rice to the board.

BOARD OFFICER ELECTION

The following slate of officers was proposed for 2016-17:

- president: M. Redmond
- vice president: M. Kissinger
- treasurer: B. Sweeney
- assistant treasurer: H. Narang
- secretary: J. Becker

On a MOTION by J. Becker with a SECOND by M. Kissinger, the board unanimously accepted the slate as presented.

ETHICS STATEMENTS

Ethics statements were distributed to each of the present trustees for signature and filed in the public record.

BOARD AUTHORIZATIONS

M. Redmond noted that the authorizations draft included information about when some of the professional services last had a Request for Proposals. G. Kirkpatrick noted that RFPs for library attorneys and insurance brokers had not been done in recent memory, and that the comptroller has recommended RFPs for those professional services. The board agreed that they should move forward with both RFPs, and suggested they be ready to go with one for library attorneys following upcoming contract negotiations. Regarding the RFP for insurance broker, M. Kissinger said he would be interested in knowing how much the broker gets in fees. The board said they would like to pursue an RFP for insurance broker within the next 12 months, and asked T. Choppy to prepare a list of current insurance policies and when they expired.

On a MOTION by B. Sweeney with a SECOND by P. Rice, the board unanimously approved board authorizations for 2016-17, as presented.

2017 HOLIDAYS AND CLOSINGS

The board was presented with a proposal for the 2017 holidays and closings that included a side-by-side comparison with the current year's holidays. G. Kirkpatrick asked the board to amend the 2016 schedule to allow for a full-day staff development day on December 2. In recent years, it had been a half day, but G. Kirkpatrick said the topic to be discussed – service to special populations – warrants the extra time. He also noted that December 31, 2017 (New Year's Eve) falls on a Sunday, and while the library has occasionally closed at 3 p.m. on New Year's Eve to get staff home while there is still daylight, such a move on a Sunday would mean the library would be open for only three hours. J. Becker asked if there were any circulation or door count numbers from past years when the holiday fell on a weekend. The board further discussed the nature of weekend holidays and how they affect benefitted staff and closings. G. Kirkpatrick and C. Stollar Peters said they would try to pull together some circulation figures from past holidays for the board to look at before making a decision.

The board chose to table discussion of the 2017 holidays and closings schedule until a later meeting but agreed to amend the 2016 schedule to allow for a full-day staff development day on December 2.

MINUTES

Minutes of the 13 June 2016 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by L. Scoons.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 30 June 2016 (Manual Disbursements for June \$58,781.28; Cash Disbursements/Accounts Payable for July \$51,560.10; Trust & Agency Disbursements/Salaries for June \$159,408.93; CapProject Fund/Hand-Drawn Checks for June \$0.00; Total: \$269,750.31).

G. Kirkpatrick reminded the board that they would be receiving the final financial report for the 2015-16 fiscal year at the August meeting, and the audit will be out in October.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for June 1-30, 2016.

RESOLUTIONS

On a MOTION by M. Kissinger with a SECOND by P. Rice, the board unanimously voted to adopt a resolution naming the Library Board of Trustees as SEQRA lead agency regarding HVAC improvements.

G. Kirkpatrick said that he spoke with Tim Burke at Upper Hudson and other entities, including officials with the school district and the library's attorneys and engineers, and learned that the library could declare itself the lead agency for the SEQRA involving the upcoming HVAC improvements. A resolution was drafted with input from the school district and the library's engineers, which declares that there is no environmental impact from the project. A lead agency must be determined before the library can move forward with SED approval.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

None.

DIRECTOR'S REPORT

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

- The board discussed the phenomenal popularity of Flipster, the library's new digital magazine service and talked about how it worked. L. Scoons praised its ease of use. One way it sets itself apart from the Overdrive service is the number of simultaneous users it can handle. So far, no one has been turned away from the service, according to the "turn away" report.
- G. Kirkpatrick said the New York Alliance for Response meeting attended by C. Stollar Peters got the library thinking about installing a knock box that allows the police and fire departments access to the library in the event of an emergency.
- Mini golf on Sunday was attended by about 1,000 people, which was four to five times as many as the last time it was held. Staffers worked at the circulation desk so some people could check out books, and media coverage of the event was widespread. G. Kirkpatrick said that it could be something to do in future years, and the Friends could potentially use it as a fundraising tool, where local businesses could pay to sponsor a hole.

UPPER HUDSON LIBRARY SYSTEM REPORT

There was nothing to report.

NEW BUSINESS

Going Green Globally

G. Kirkpatrick said the NYLA has signed on as a customer of the UAlbany program where 5-6

MBA students spend the spring semester drafting a proposal that would save a library \$100,000 through energy savings and other green measures. The cost to Bethlehem Public Library would be \$1,000. The board said they would be interested in hearing a presentation from the head of the program in August to learn more.

Other new business

None

OLD BUSINESS

Update on HVAC design

G. Kirkpatrick said the some of the dates in the report had been updated in anticipation of passage of the SEQRA resolution. M. Redmond said it is possible that the library could be starting construction as soon as September 2017.

Board interaction with library employees

The board discussed establishing a process by which they can get feedback from staffers about the workplace.

People counter

C. Stollar Peters presented the information and a project quote from a recent site survey by Sensource for infrared people counters at the entrances to the library, as well as the library proper. The Sensource quote came in at \$5,300. The board said they would like to move forward with the project and gather the required three quotes before making a final decision.

Fire/burglar alarm

G. Kirkpatrick presented the board with a proposal for the fire alarm and security design work as requested at the earlier meeting. The proposal included all of the preliminary work that needs to be done before sending it to SED for approval. The board agreed that they wanted to move forward with the project, and G. Kirkpatrick noted that the funds already exist to complete it.

On a MOTION by M. Kissiner with a SECOND by B. Sweeney, the board voted to enter into a contract with M/E Engineering for basic fire alarm and security design services in the amount of \$29,731.

Board retreat

G. Kirkpatrick said that he spoke to some other libraries and found that the board could meet with the purpose of board cooperation and understanding as long as no action was taken. J. Becker asked fellow board members to think about what times work best for them.

Other old business

- The board discussed modifications to the agenda presentation
- L. Scoons asked about the progress of the website redesign. G. Kirkpatrick and K. Roberts noted that it was still on track for a fall debut. The web team has selected a Wordpress

content management system to streamline the process of getting new content online.

PUBLIC PARTICIPATION

J. Johannesen suggested the board look into survey tools to get feedback from staffers about the library and allow them to comment anonymously.

On a MOTION by J. Becker with a SECOND by P. Rice the meeting adjourned at 8:01pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president