

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday May 9 2016

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang
Tamra Wright

GUESTS: Tanya Choppy, Accounts Clerk
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Caroline B. Brancatella, trustee candidate
Catherine Stollar Peters, Head of Tech Services, Circulation
Andrew Reilly, library patron

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

BUDGET PRESENTATION

M. Redmond provided an overview of the 2016-17 proposed budget. She noted that G. Kirkpatrick recently received a patron question where he explained the decrease in the personnel line was due to decreasing retirement contributions as more people from Tier 1 and down retired. Also in the 2016-17 spending plan, more money was budgeted to replace some of the aging library furniture. Otherwise, many of the lines had stayed the same. The drop in revenue from fines can be partially attributed to the advance due date notice patrons get and a change in the DVD fine structure. M. Redmond said that she was pleased with how the new budget chart for the public includes information about the reserve funds.

PUBLIC PARTICPATION

There was no public participation

MINUTES

Minutes of the 11 April 2016 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by L. Scoons.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board unanimously approved the Financial Statement dated 30 April 2016 (Manual Disbursements for April \$44,329.26; Cash Disbursements/Accounts Payable for May \$66,592.68; Trust & Agency Disbursements/Salaries for April \$160,875.38; CapProject Fund/Hand-Drawn Checks for April \$321.30; Total: \$272,118.72).

The board noted a \$5,000 gift from the estate of Judith Rettig.

G. Kirkpatrick said that due to a local property that went into receivership and the complications posed by unpaid back taxes on that property, the library would be receiving about \$7,000 less than expected in tax revenue from the School District.

BANK ACCOUNT RECONCILIATION REPORT

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

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Library page, permanent, 13.85 hours/week at \$9/hour
- Library clerk, permanent, 15 hours/week at \$12.48/hour or per contract

DIRECTOR'S REPORT

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

- The new magazine service Flipster will launch in June and will have a write-up in the July/August Footnotes. The service offers some titles not available on Overdrive and allows for more simultaneous users.
- Text notification is available, but there isn't a high adoption rate. It is a service available to all UHLS libraries.
- G. Kirkpatrick sought RSVPs for the UHLS Annual Dinner. M. Redmond said Tamra Wright would be honored there for her years of service.
- G. Kirkpatrick said the library has seen an increase in the number of people who want to volunteer at the library as a way to gain meaningful work experience. He said the board might consider a deeper discussion about how to effectively provide those opportunities. J. Becker said coordinating volunteers can be difficult, and there really needs to be the right "cheerleader" to keep the work going, but volunteers can also be good ambassadors for the library if they have had a positive experience.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board will vote on annual award winners the coming Wednesday.

NEW BUSINESS

Capital projects fund

M. Redmond said that going forward, the library will do all of the HVAC transactions through the capital expenditures H fund. T. Choppy noted that it will be reflected on a separate schedule in the financial report.

UHLS dinner – June 8

G. Kirkpatrick asked board members who were interested in going to let him know by the end of the meeting.

People counter

Following up on a discussion at a previous meeting, C. Stollar Peters put together a document comparing the services of two companies offering people counters, which would provide a more accurate count of the people entering the library building, not just the library proper. The board reviewed the numbers and agreed that the data would be useful. C. Stollar Peters said that SenSource would perform a site survey for \$225 that would give a better idea of the actual cost. J. Becker said she suspects that there are a lot of people using the library who are not being accounted for with the current methods.

Lending wifi hotspots

The library has been looking into lending out mobile wifi hotspots to patrons. G. Kirkpatrick said the idea is that people can take the hotspots to areas that have mobile access but no wifi. He said it is not intended as a permanent wifi replacement but more as a convenience. M. Kissinger said he liked the idea of getting it to people who actually need the access and asked if there was a way to survey patrons on their use patterns. C. Stollar Peters said she has looked into the various options, and found that Mobile Beacon offered the most data, however there were still some questions as to what “deprioritization” would mean in practice if patrons went over the limit. Mobile Beacon offers 10 devices for \$2,700 for the first year (\$1,200 the second year) with 23GB per year per device before being deprioritized. G. Kirkpatrick said there were still some details to work out, but he wanted to run the concept by everyone.

Meeting room capacities

G. Kirkpatrick said there has been a couple of issues recently where community groups have exceeded the room capacity and asked the board how they would like to address the issue. Sometimes it can be remedied by moving the groups to a bigger room, but often that space is not available. The board agreed that the onus was on the groups hosting the events to self limit, and they noted that the room agreement they must fill out does indicate room capacity. The board said one way to keep the rooms from overfilling would be to not allow the setup of additional chairs and perhaps keep those chair cordoned off. The groups should also be made aware that if they exceed the space offered by the library, they will have to find a bigger venue. M. Redmond said that she wants to limit confrontation with staff but that the safety issue must be heeded. There was a suggestion to strengthen the wording of the initial agreement to hold the groups responsible for staying within the allowed capacity.

Memorial Day parade

The library will be participating in the Memorial Day parade, and G. Kirkpatrick invited board member and their families to join. This year, the library will be handing out color-changing rulers.

Other new business

None

OLD BUSINESS

Update on HVAC design

M. Redmond said the draft version of the HVAC report was in the board packet and that the goal was to put together a timeline of milestones that have been achieved (noted in black) and those the board wants to achieve (noted in purple). The board again discussed the uncertainty of how long SED approval could take, with G. Kirkpatrick estimating it could be 9-12 months.

The water meter project is moving forward. Crisafulli Bros. have said they can install the gauge, but the library water pressure may be affected. The library also needs to solicit a resolution from the Bethlehem School Board regarding the environmental review document because the library is school district property.

M. Redmond asked who would be preparing the RFP for construction manager. G. Kirkpatrick said that work is done by the library, and staffers would be looking into examples from other institutions.

M. Kissinger asked which design documents the board would be signing off on and how they might familiarize themselves with the engineering details. G. Kirkpatrick said the engineers have indicated many times that they would be willing to come before the board and explain the proposals.

Fire/burglar alarm

In order to proceed with a new fire/burglar alarm system, the board will have to get SED approval. G. Kirkpatrick said that in the interim, the library is looking to install an access control doorknob for the staff entrance. G. Kirkpatrick said that engineers have said the current system is aging but not critical. The board agreed that, with the lengthy SED approval process, it made sense to move forward with the project before there was an issue with the system. They suggested a goal to have a proposal for the design work by September.

Nominating committee

M. Redmond reminded the board that the following week would be the budget and trustee vote and the trustees will know who the new member is by the June meeting, at which point they will discuss the new slate of officers, who will be sworn in at the July meeting. Board members opted to discuss the slate as a group at the June meeting rather than put together a nominating committee. L. Scoons said it would be helpful to refer to the job descriptions for the various roles found in the bylaws.

Agenda for July meeting

The board asked L. Scoons and B. Sweeney, who were elected in 2015, what they believe would have been helpful for new trustees attending their first meeting in July. L. Scoons said it would be nice if the trustees would introduce themselves and share some background information so the new members can get to know them a little better.

Other old business

None.

PUBLIC PARTICIPATION

Bethlehem resident Andrew Reilly introduced himself and said he was a big fan of the library. He asked if there was any way to live broadcast a popular community room event in the board room to accommodate overflow if the community room reaches capacity. G. Kirkpatrick said that it is something the library has been looking into and it is a matter of identifying the equipment and staffing necessary to make it work.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the meeting adjourned at 7:21pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president