

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday November 14 2016

PRESENT: Joyce Becker
Mark Kissinger
Mary Redmond
Lisa Scoons

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang
Paula Rice
Brian Sweeney

GUESTS: Gordon Noble, Manager of Information/Readers Advisory
Tanya Choppy, Accounts Clerk
Jeremy Johannesen, Executive Director of NYLA
Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Alan Walther, Bonadio Group
Adah Keegan, librarian intern
Tracey McShane, Personnel Administrator

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

PUBLIC PARTICPATION

There was no public participation.

AUDIT PRESENTATION

Alan Walther, a partner with The Bonadio Group, discussed the drafts of the library's most recent audit. A. Walther noted that pages 3-8 of the Financial Statements and Required Report provided a good overview of the results of the audit. He said the library earned an unqualified opinion, which is the highest level of assurance an auditor can give. He reiterated that auditors did not find any deficiencies in the library's internal controls, leaving the library in an overall very favorable position.

A. Walther also noted that the state pension fund is more than 90% funded.

M. Kissinger and M. Redmond asked for clarification on the proportionate share of the net pension liability on page 34 of the report that showed a jump from 14.7% to 64.2%. A Walther said he would check into the number but noted that the number represented the library's proportionate share of a billion dollar system and that it will go up and down.

M. Redmond asked that the audit numbers tie back to the numbers provided in the monthly reports. G. Kirkpatrick noted that those reports aren't based on accrual accounting and that once the library gets the completed audited statements, then it can be updated with the actual number.

M. Kissinger asked that the results be posted online when the draft was finalized.

A. Walther concluded his discussion at 6:28 p.m.

MINUTES

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

FINANCIAL REPORT

On a MOTION by M. Redmond with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 31 October 2016 (Manual Disbursements for October \$37,705.96; Cash Disbursements/Accounts Payable for November \$103,723.50; Trust & Agency Disbursements/Salaries for October \$163,469.40; CapProject Fund/Hand-Drawn Checks for October \$6,972.70; Total: \$311,871.56).

M. Redmond asked how the Grassroot Givers book donation event went, and G. Kirkpatrick said the group is generally pleased with the items collected, and this year they did not have to come back a second day to retrieve all of the items.

BANK ACCOUNT RECONCILIATION REPORT

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

ENGINEERING INVOICES FOR HVAC

The board reviewed the most recent invoice from M/E Engineering for fire safety and alarm design work totaling \$1,866.20.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved payment to M/E Engineering for fire safety and alarm design work in the amount of \$1,866.20.

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

There were no requested actions.

INVOICE FROM THE STATE AND LOCAL RETIREMENT SYSTEM

The board reviewed an invoice reflecting the library's contributions to the New York State and Local Retirement System. T. Choppy noted that there is a small discount if you prepay. The board noted that the budgeted amount came in just under the actual total. There are a lot of factors that can affect the estimate, including different payments for different retirement tiers.

On a MOTION by J. Becker with a SECOND by L. Scoons, the board unanimously approved payment to NYSLRS as reflected in the annual invoice in the amount of \$297,222 due by December 15, 2016.

DIRECTOR'S REPORT

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

- The new keypad entry for the staff entrance has been working well.
- G. Noble showed the board one of the Chromebooks the library is now offering for on-site borrowing. He noted that they can be disabled if they are not returned.
- M. Waldenmaier's successful outreach to Five Rivers was partly prompted by the library's inquiries about providing WiFi there. Although the WiFi issue is still on the table, Five Rivers officials have expressed some concern about providing unfiltered access.
- The morning Halloween parade brought in a record-breaking crowd of happy kids and families.
- Approval of the Central library budget means UHLS can go ahead with plans to offer the Mango language database, more Flipster magazine titles and an app that can be branded to each library in the system.
- G. Kirkpatrick noted that NYLA conference participant had submitted reports, which were included with the packet.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons reported that four of the libraries that had submitted for construction grant money were able to readjust their proposals so that UHLS was able to give out more of the grant money that had been left on the table.

NEW BUSINESS

Photocopier

G. Kirkpatrick presented a proposal for a Konica Minolta printer/copier that library staffers selected from four different proposals, all of which were on state contract. The machine will replace the printers in G. Kirkpatrick's office, the IT Department, and do all of the in-house printing for K. Roberts.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board authorized the library to go forward with the purchase of a Konica Minolta Bizhub printer through Eastern Managed Print Network in the amount of \$5,993.

Computers

G. Kirkpatrick said the two different quotes for a total of 10 new machines is part of the plan to rotate replacements every couple of years. The bank of computers proposed for the circulation desk will hopefully speed up the launch of Sierra every morning. J. Becker asked which budget they fell under, and G. Kirkpatrick noted it was the IT budget.

On a MOTION by J. Becker with a SECOND by M. Kissinger, the board authorized the library to go forward with the purchase of five (5) OptiPlex computers at the cost of \$3,195.70 and five (5) PrecisionWorkstation computers at the cost of \$4,957.60 for a total purchase price of \$8,153.30 through Dell.

Water testing

G. Kirkpatrick said he has heard from three people who have had questions about whether the library would be conducting lead testing in light of the testing currently taking place at area schools. He contacted the group responsible for the testing and received some pricing information. He noted to the board that the new water fountain outside the BCN-TV studio has a filtration system that will filter out any lead to below the state standards. He said that if the board goes ahead with testing, then they should be ready to make any recommended fixes immediately. M. Redmond said she was absolutely in favor of testing, and it is the right thing to do.

Display and exhibits policy

M. Redmond said she had been approached by an artist about putting pricing on their work on display in the library. She asked the board for their input in this long-standing Displays and Exhibits policy. The policy has traditionally limited any type of commercial display to the community bulletin board. The board discussed how other area libraries handled the issue of pricing on artwork, but eventually decided that because the community bulletin board already provides the commercial space, artists can request to post a price list there.

Streaming video services

G. Kirkpatrick said G. Noble put together a list of possible streaming video titles available through Overdrive following a request from B. Sweeney. G. Kirkpatrick said the titles are typically older “classics” and would not compete with a paid streaming service like Netflix or Hulu. He said the Overdrive interface update has made the streaming video service more visible, but if the library were to introduce additional titles, there would be some advertising and marketing involved. J. Becker asked if a child could potentially gain access to an R-rated movie, and G. Kirkpatrick said that was possible and something to consider.

Staff Development Day

M. Redmond said the board typically does something for staffers on staff development day, which takes place on Friday, Dec. 2. G. Kirkpatrick said that the cupcakes the board has provided in the past are always well-received. He also invited board members to drop in that day.

Other new business

None

OLD BUSINESS

HVAC project update

G. Kirkpatrick and M. Redmond noted that it was time to start discussing construction managers. Beth from M/E Engineering has reached out to two interested parties who would be willing to work on the project – Sano-Rubin and Duncan & Cahill. They will be required to respond to a publicized Request for Proposals, along with any other interested parties. M. Redmond said she would like to see a brief write-up of the scope of the project so her resource could take a look at it and make sure everything is in order. She also recommended that the board's building committee meet sometime before the next meeting to discuss the process.

Fire alarm and security project update

G. Kirkpatrick returned to the board with additional information about the costs of asbestos abatement in the hallway area of the library. He said that although the costs of the bag abatement and the full abatement are the same, however, M/E is estimating that the cost of rebuilding the ceiling for the full abatement would mostly likely require the library to be closed and add an additional \$50,000 to the project. The board discussed the logistics of providing service to patrons during these two possible scenarios.

Director evaluation/employee survey

L. Scoons thanked T. McShane for her feedback regarding the survey and agreed that they should remove the information about the job descriptions since those were determined by civil service anyway. She said she had not received any feedback from the board and asked if they would like her to share the proposed survey with Tim Burke for his feedback. M. Kissinger and M. Redmond both said they would like the survey to allow those responding to pick and choose the questions they wanted to answer.

Window repair update

The work is finally done. It looks nice, and the patrons were happy to have the rooms back.

People counter update

They are installed and currently gathering data. The interface is simple and easy to understand. C. Peters will provide some analysis. The old door counter is still working, and the data lines up between both sources, which gives the library some confidence that the numbers received are accurate.

Bethlehem First Night

M. Redmond said she is not sure staffing for the event would be adequate since there wasn't anyone from maintenance who volunteered to work that night and the library hadn't been provided with a clear plan as to how the library would be used. M. Kissinger said he was opposed to the library's participation. M. Redmond said the library could potentially consider being involved in coming years, but the board would like to see a more formal proposal earlier in the year. C. McGinty said that the library has offered to provide resources and support offsite.

Other old business

G. Kirkpatrick shared an email from patron Joe Storch who has a proposal to donate \$1,000 for tech funds this year, and in future years working with the Friends to get a match for that amount. M. Redmond said she would like to see a file or report so the board can track the fund from year to year. J. Becker said that people could use the fund as a holiday giving. M. Kissinger said it might be a good idea to get the kids and schools involved as technology advisors.

G. Kirkpatrick noted that the library had received a room request for a child's birthday party and wanted to let the board know. The room policy already prohibits events that are strictly social, and the board agreed that it should stand as space is too limited to allow that kind of use.

PUBLIC PARTICIPATION

C. McGinty introduced library intern Adah Keegan, who is working on her master's degree at SUNY Albany.

On a MOTION by J. Becker with a SECOND by L. Scoons, the meeting adjourned at 8:03pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president