

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday April 10, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Tanya Choppy, Accounts Clerk
Jeremy Johannesen, Executive Director of NYLA, Friends President
Andrew Reilly, library patron

President M. Redmond called the meeting to order at 6:01pm.

PUBLIC PARTICPATION

J. Johannesen passed out the Friends membership flyer that was recently mailed to all of the homes in the Bethlehem School District that receive Footnotes. He encouraged the board to spread the word. He thanked K. Roberts for helping create the flyer and logo and said the Friends have received about 80 responses so far. J. Becker praised the effort and said it was good for the group. She also said that it might be worthwhile to note on future flyers if the organization is a 501c3.

A. Reilly said there was much discussion among other libraries on Advocacy Day about eliminating fines and going to a donation-based approach. M. Redmond noted that the board had discussed the fine structure at various times in the past and would likely revisit it again in the future.

MINUTES

Minutes of the 13 March 2017 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by J. Becker.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by P. Rice, the board unanimously approved the Financial Statement dated 31 March 2017 (Manual Disbursements for March \$60,895.49; Cash Disbursements/Accounts Payable for April \$66,158.32; Trust & Agency Disbursements/Salaries for March \$165,539.05; CapProject Fund/Hand-Drawn Checks for March \$770.46; Total: \$293,363.32).

J. Becker noted that the money from fines was lower than in previous year. G. Kirkpatrick said that was likely due to a change in video fines on top of overall decreasing fines due to automatic email reminders about due dates. G. Kirkpatrick said that the change in the video fines has greatly boosted circulation in that area.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31, 2017.

MANUAL INVOICES

The board reviewed the most recent invoices from M/E Engineering for fire alarm and security design work totaling \$9,901 and backflow prevention work totaling \$1,700.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously approved payment to M/E Engineering invoices for fire alarm and security design and backflow prevention work in the amount of \$11,601.

RESOLUTIONS

None

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 vacancy, pending Civil Service approval:

- Library page, part-time, permanent, 13.85 hours/week at \$9.70/hour or per contract.
- Librarian 1, part-time, permanent, 7.66 hours/week at \$25.22/hour or per contract.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said the stats for March were strong despite snow closings on a couple of the days. He applauded the maintenance staff with their snow removal efforts on the day after the major storm.
- G. Noble was able to negotiate remote access for Bethlehem cardholders of the New York Times historical database, which is a significant resource for state residents.
- The wifi hotspot that has been turned off can be turned back on when/if it is returned.
- Scanning of the Tri-village directories is moving forward. The information from the old "snoop books" is genealogically significant to the area.

- If received, a NASA grant will allow the library to enhance its STEM programming, including programs planned around the solar eclipse this summer. The library will also be handing out eclipse glasses at the Memorial Day Parade.
- Following the board presentation, the web team had been conducting usability studies with patrons. The feedback was overall positive, with some suggestions already implemented. Library intern Alex Muto is compiling the information and will be presenting it at a later date. The site is scheduled to launch on May 10.
- Feedback at the usability studies included plenty of general comments not related to the website, which has prompted an interest in conducting a general library survey in much the same way.
- Library staff met with G3 team, and G. Kirkpatrick said they were an enthusiastic group. They will be at the library on April 18 for a walkthrough and to begin the process of asking questions. Their project will start at the beginning of May and last about 10 days, culminating in a final presentation, which all of the board members are invited to attend. L. Scoons said representatives from the school district might also benefit from attending the presentation.
- The outdoor chess table, which is a memorial donation, sees a lot of use once the weather warms. There are pieces inside the library that can be borrowed and used at it.
- G. Kirkpatrick thanked the board and staff for covering everything in his absence. J. Becker praised the staff and said they do a tremendous job. B. Sweeney said the board was happy to have G. Kirkpatrick back as well.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board would be meeting Wednesday. She said library advocacy was successful, with millions restored to the construction grant fund.

NEW BUSINESS

Workforce challenge

G. Kirkpatrick said the library would be participating, and he invited board members to join the team. Team members are responsible for their own registration fees. He noted that travel to Albany and finding parking can be a challenge on race day and asked the board to consider allowing an hour of release time to those participating. M. Redmond and M. Kissinger said it was important to support employees representing the library in a health-related activity. J. Becker said it was worth doing, but to note if there is any backlash. P. Rice said that nobody is excluded from attending, and B. Sweeney said it was much like how those participating in the parade bring positive attention to the library.

On a MOTION by M. Kissinger with a SECOND by J. Becker the board voted to allow one hour of early-release time to participants on the library's Workforce Challenge team..

Chamber awards event

G. Kirkpatrick invited board members to the Chamber awards dinner on Friday, April 28.

Website

Board members were invited to submit alternative headshots to be used on the library's new website. K. Roberts asked that they be emailed to her by the end of April. P. Rice said that if anyone wanted to have their pictures photoshopped, her daughter could do it. J. Becker suggested that the board consider doing a group photo following the election.

Other new business

None.

OLD BUSINESS

Plaza entrance – update and proposal

Greenman-Pedersen, Inc., an engineering and construction services firm from Albany, examined the plaza in regards to the drainage and freezing issues that have been causing problems during the colder months. The representative noted that there are a number of issues, including the lack of sun exposure on the Northwest corner and drainage and design problems near the handicapped parking spots. They recommended a feasibility study to take a closer look at some of the problems. The board noted that any work to correct those issues would be expensive and require members to take another look at how to fund those long-range goals. H. Narang suggested that board move forward with the study since any work would require State Education Department approval, which is also a lengthy process as is the rest of the planning process for large construction projects. He said any eventual work on the plaza would still be a year or more down the road so it wouldn't hurt to start the process.

M. Redmond reiterated that the board should review the capital project plan in the next 3-6 months to discuss the funding of future projects and at what level they want to maintain the fund balance.

On a motion by H. Narang with a second by P. Rice, the board authorized the hiring of Greenman-Pedersen, Inc., to conduct a feasibility study addressing the drainage and freezing issues on the plaza for the cost of \$6,900.

Fire alarm and security project update

The project is still in the SED approval process.

Construction manager

M. Redmond, P. Rice, H. Narang and G. Kirkpatrick spoke with two construction management candidates: the state Dorm Authority and TW&A from Schenectady.

- The four agreed that both candidates were strong, and their proposals were both fiscally comparable.
- H. Narang noted that, being a private firm, TW&A might be better able to meet a fall deadline, but costs would likely increase. They are also subject to Wicks Law bidding requirements, meaning that the board might have more transparency but also more administrative duties with the approval of bids. TW&A said that the board's monthly bill schedule would not be an impediment to the process.
- The Dorm Authority would take sole responsibility for hiring subcontractors, streamlining that process, but the library would need to be added to a list of organizations DASNY could do business with through an act of legislation, which could add 8-10 weeks to the process.
- Both candidates were made aware that minimal disruption of service was imperative.

The board agreed that a more realistic timeline for the installation of the units would be sometime in the spring of 2018. The more significant stress on the HVAC units is during the summer cooling season, so waiting another winter would have minimal impact. The board noted that delay will cause some fees to increase with the new year.

On a MOTION by P. Rice with a SECOND by H. Narang, the board voted to select the New York State Dorm Authority as the construction manager for the HVAC replacement project. M. Redmond recused herself from the vote.

HVAC project update

The board agreed to revise the timeline in the report to indicate a spring 2018 date for installation of the HVAC units. H. Narang said that interior work would not be weather-dependent and could be completed before then.

Other old business

None

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by P. Rice with a SECOND by B. Sweeney, the board adjourned to executive session at 7:18pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law, and, separately, the performance evaluations of particular employees.

On a MOTION by H. Narang with a second by L. Scoons, the board adjourned executive session at 8:55pm; no action was taken.

On a MOTION by B. Sweeney with a second by L. Scoons, the board adjourned the regular meeting at 8:55pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president