

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday February 10, 2020

PRESENT: Caroline Brancatella  
Mark Kissinger  
Harmeet Narang  
Mary Redmond  
Brian Sweeney  
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Lisa Scoons  
Michelle Walsh (arrived later)

GUESTS: Tanya Choppy, accounts clerk  
Chris McGinty, assistant director  
Catherine Stollar Peters, assistant director  
Tracey McShane, personnel administrator  
Catherine Brenner, CSEA Local 6015 president  
Paul Mays, architect, Butler Rowland Mays

President M. Redmond called the meeting to order at 5:58pm.

#### PUBLIC PARTICIPATION

There was no public participation at this time.

#### PRESENTATION BY LONG RANGE PLAN CONSULTANT

Architect Paul Mays updated the board on the progress of the planning process and the projected timeline. He noted that the past couple of months have been spent gathering staff and public feedback and information about the physical condition of the building. Moving forward, he and the Long Range Planning Committee will start discussing design, phasing and budgeting issues.

He noted that the library received almost 1,000 responses from the dot survey held during the month of January. Some of the ideas that emerged as priorities based on public feedback include improving building access and the entry; providing adequate space for programming, meetings and quiet study; robust children's and teen areas; as well as a focus on traditional collections.

The board thanked P. Mays for his time and noted that the next Long Range Committee meeting would be March 6.

## MINUTES

M. Walsh emailed a clarification to the January minutes regarding the next committee meeting.

Minutes of the 13 January 2020 board meeting with the above correction were approved unanimously on a MOTION by B. Sweeney with a SECOND by M. Kissinger.

## FINANCIAL REPORT

R. Khalife said one of his main tasks in the past month was reviewing the budget draft put together for the 2020-2021 fiscal year. He said that later in the meeting, the board would be voting on a resolution to transfer the money that remains in the capital project fund following the completion of the HVAC project back to the general fund. The capital project fund (H Fund) will be used again when the board authorizes a new project.

H. Narang asked how the board might be able to best present the funds earmarked for upcoming capital projects to the public. M. Redmond said the finance committee would discuss that at an upcoming meeting and report back.

On a MOTION by C. Brancatella with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 31 January 2020 (Manual Disbursements for January \$74,955.94; Cash Disbursements/Accounts Payable for February \$82,565.91; Trust & Agency Disbursements/Salaries for January \$192,659.10; CapProject Fund/Hand-Drawn Checks for January \$0.00).

## PERSONNEL REPORT

G. Kirkpatrick said the library was requesting two part-time librarian positions be combined to one full-time. He said that while the hours remain the same, there would be some increased costs with benefits. He noted that the tight labor market has had an impact on the library's ability to fill part-time daytime positions.

He also asked the board for the option of filling the open full-time technology assistant position as a full-time library clerk, giving the library a bigger pool of candidates to choose from. He noted that some of the duties would be different based on the position's civil service designation, but clerical help in the IT department would free up J. Love to perform more complicated tasks.

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

- Technology Assistant, 35 hours/week, full-time permanent, \$33,307/annual or per contract OR Library Clerk, 35 hours/week, full-time permanent, \$28,995/annual or per contract
- Library Clerk 16.57 hours/week, part-time permanent, \$13.75/hour or per contract
- Librarian 1 35 hours/week, full-time permanent, \$52,845/annual or per contract

## DIRECTOR'S REPORT

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

- G. Kirkpatrick shared some charts prepared by C. Stollar Peters representing cardholders and OverDrive use. She noted that there was a lot of crossover between traditional checkouts and OverDrive checkouts among heavy users, and that one-third of regular BPL users also use OverDrive. H. Narang asked about the demographics of the 13 percent who only use OverDrive. C. Stollar Peters said she would look into it.
- G. Kirkpatrick told the trustees that, in case they get any questions, the library was in the middle of moving the fiction section to make room for more media materials.

## UPPER HUDSON LIBRARY SYSTEM REPORT

No report at this time.

## NEW BUSINESS

### *Draft budget 2020-2021*

G. Kirkpatrick noted that the board packet included both a detailed breakdown of the draft, along with a one-sheet presentation that is usually part of the May/June Footnotes.

M. Kissinger asked what percentage of the budget put toward materials was the goal. G. Kirkpatrick said he is striving for 12-15 percent as an ideal balance that doesn't lead to waste or start cutting into services. He noted that e-book spending meets a growing demand, and the OverDrive Advantage program means that books purchased by the library will satisfy BPL patron holds first.

The board discussed the ideal physical collection size for the library and what the public was trying to communicate through the dot exercise about the traditional collection.

G. Kirkpatrick said the budget draft also included a significant additional investment in special programs for the community, which have been in high demand.

The proposed levy increase in the budget draft is 2.64 percent, which is under the tax cap. M. Redmond said the board could either approve the budget now or wait until March if they wanted a little more time to review it. The board agreed to wait until the March meeting. C. Brancatella noted that she would not be there for the March vote but wanted to go on record as supporting the draft budget.

### *Seminars, conferences and professional memberships policy*

The updates to the policy included the option to fund additional professional memberships for individuals that would benefit the library, as well as outlining expectations for conference reports. G. Kirkpatrick also noted that it allows some commonsense decisions to be made on lodging that are not dictated by government per diem rates.

On a MOTION by M. Kissinger with a second by C. Brancatella, the board unanimously approved the revisions to the Seminars, Conferences and Professional Memberships policy as presented.

### *Public access television policy*

The updates to this policy removed the history and mission statement and added additional guidelines for submission, based on format and geographic location.

On a MOTION by C. Brancatella with a second by B. Sweeney, the board unanimously approved the revisions to the Public Access Television policy as presented.

*H-Fund transfer resolution*

R. Khalife noted that this was the fund transfer discussed earlier during the financial report.

On a MOTION by M. Walsh with a SECOND by M. Kissinger, the board unanimously authorized the transfer of \$221,009.44 from the H fund (capital projects account #3642) to the A fund money market account (#3808), which represents the accumulated balance in the H fund.

*New York State annual report for public libraries*

G. Kirkpatrick said a lot of staffers helped gather the information for the report. He noted that not all libraries gather the information in the same way, so it is not always useful to use those numbers as a comparison between libraries.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to accept the information in the annual state report as accurate for filing.

*Other new business*

There was no other new business discussed at this time.

## OLD BUSINESS

*HVAC update*

*Grant wrap-up*

The library has submitted the final HVAC construction report to the state. They have requested additional photos but things are close to being finalized.

*Other old business*

M. Redmond told the board that she, G. Kirkpatrick and R. Khalife were trying to be mindful of keeping the discussions at the board meeting succinct, and that if anyone had any comments, to please let her know.

C. Brancatella said she was sorry to hear the B. Sweeney would not be seeking re-election, and that she really appreciated his perspective as an educator and a parent of young children. B. Sweeney said serving on the board has been a great experience for him, and he will miss being a part of keeping the library moving forward.

M. Walsh noted that the next Long Range Planning committee would be held March 6. G. Kirkpatrick said the Feb. 14 field trip to the northern libraries would need to be rescheduled.

## FUTURE BUSINESS

*School district financial discussion*

The financial committee would be meeting with school district comptroller Judi Kehoe.

*Background checks*

No further discussion at this time.

*Plaza feasibility*

No further discussion at this time.

*Policy updates/schedule*

No further discussion at this time.

*Resource sharing*

No further discussion at this time.

*Fines and fees*

No further discussion at this time.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by H. Narang with a SECOND by M. Walsh, the board adjourned the regular meeting at 7:37pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president