

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday January 13, 2020

PRESENT: Caroline Brancatella
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney
Michelle Walsh
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

GUESTS: Tanya Choppy, accounts clerk
Chris McGinty, assistant director

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

MINUTES

L. Scoons noted a correction in the adjournment time of the December 13 long range planning meeting minutes.

M. Redmond requested a change in the wording of a comment made at the December 9 board meeting.

Minutes of the 9 December 2019 board meeting were approved unanimously as amended on a MOTION by M. Kissinger with a SECOND by M. Walsh.

Minutes of the 13 December 2019 long range planning meeting were approved unanimously as amended on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

FINANCIAL REPORT

R. Khalife noted nothing unusual in disbursements or receipts for the month. He said the main project in the past month was revamping the financial package in an effort to make it more concise and told board members to let him know if they have any feedback get back to him. M. Redmond said additional small tweaks may continue. L. Scoons and M. Kissinger said they liked the new format and found it much clearer.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 31 December 2019 (Manual Disbursements for December \$19,601.63; Cash Disbursements/Accounts Payable for January \$70,690.88; Trust & Agency Disbursements/Salaries for December \$213,984.22; CapProject Fund/Hand-Drawn Checks for December \$0.00).

PERSONNEL REPORT

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

- Library Page, 12.8 hours/week, part-time permanent, \$11.80/hour
- Library Clerk 19 hours/week, part-time permanent, \$13.75/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick noted that a corrected version of the stats page had been handed out to trustees and would be updated in the online packet after the meeting.
- G. Kirkpatrick said he had heard some feedback but not a lot about the library's decision to not participate in First Night.
- C. McGinty said that the December programs stats compared to the previous year were lower because there was no First Night and some weather-related closings.
- The board discussed patron usage of Kanopy, which launched in November, and how some people were not aware that the library offered it or were from other library districts and not able to access it. G. Kirkpatrick said that a number of local libraries are also investigating streaming services to see what has the most value for the money.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to accept the director's report.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the UHLS board is still waiting for some outstanding UHLAN agreements, possibly because some boards did not meet in December. She said there will be some upcoming discussion regarding changes to the state construction grants.

M. Walsh told the board that she attended trustee training with Tim Burke, and said it was a good review of the handbook. She said there was some discussion of email marketing. G. Kirkpatrick noted that K. Roberts is currently working on a library marketing plan that includes some email marketing goals and guidelines.

L. Scoons said she liked the redesign of the annual report included at the end of the board packet.

NEW BUSINESS

BCM-TV control system

G. Kirkpatrick presented an estimate for a system that will replace the aging BCN-TV server, which handles scheduling and other broadcast-related tasks. He noted that it is made by a different manufacturer than the one currently in use, but it provides more cloud-based management. He said

the purchase will be reimbursed through the town's PEG funds.

On a MOTION by L. Scoons with a SECOND by M. Kissinger, the board unanimously approved the purchase of a Castus QuickCast video server for BCN-TV in the amount of \$11,995 to be reimbursed through the town's PEG fund.

Research Institute for Public Libraries request

On a MOTION by M. Kissinger with a second by L. Scoons, the board unanimously approved Catherine Stollar Peters' request to attend RIPL 2020 from July 12-15 in Chicago at an estimated cost of \$1,775.

Other new business

G. Kirkpatrick asked the trustees up for election to let K. Roberts know if they would be seeking re-election so it can be reflected in the upcoming publicity. K. Roberts said has reached out the school district to see how many signatures would be needed, as well as other election deadlines.

OLD BUSINESS

Long-range plan steering committee – status report

B. Sweeney said that at that last committee meeting, there were three main items of discussion.

- P. Mays updated the group on the results of ongoing information gathering, much of it the same information that was presented at Staff Development Day a week earlier.
- There was some discussion about communication moving forward, and P. Mays is now providing bi-weekly updates to G. Kirkpatrick and B. Sweeney that is being shared with the rest of the board.
- There was some talk about site visits with some people wanting to visit the downstate libraries and others preferring the Saratoga County ones. Dates have not yet been set.

The next committee meeting is the February 17 at 8am. P. Mays will also have a presentation at the February full board meeting. The March committee meeting would take place March 6.

The dot exercise in the main part of the library continues and will be up until the end of January. B. Sweeney noted that while there were few teens at the WHY meeting, the desire for a robust teen space ranked high among those in attendance. M. Walsh said the process was important for the patrons to feel like they have a voice.

M. Redmond said that as budgeting for the next fiscal year begins, part of the process will be looking at the numbers and seeing what surpluses might be available for future projects. G. Kirkpatrick would also be meeting with School District Comptroller Judy Kehoe to learn more about the bonding process.

HVAC update

Grant wrap-up

Feedback from staff and building users seems to indicate that there is an improvement in the overall HVAC comfort level. G. Kirkpatrick said he is overall pleased with the fixes, but would like to see how the system performs under really cold conditions.

He said he is ready to close out the construction grant, as the work is done and closing the grant is not dependent upon closing out the project first.

Other old business

There was no old business discussed.

FUTURE BUSINESS

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.

M. Kissinger asked about the audit report, the final version of which was posted on the library's website. R. Khalife said it was discussed and voted on at the November. M. Redmond said the board should communicate to the auditors the approval timeline they would prefer in the coming year. T. Choppy noted that there may be additional costs as Marvin and Co. bills for additional tasks.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board adjourned the regular meeting at 6:35pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president