

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday June 10, 2019

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Chris McGinty, assistant director
Michelle Walsh, trustee-elect
Catherine Brenner, CSEA Local 6015 president

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

PUBLIC PARTICPATION

Trustee-elect M. Walsh was welcomed by the board and introduced to J. Becker, whom she will be replacing on the board in July.

MINUTES

Minutes of the 13 May 2019 board meeting were approved unanimously on a MOTION by M. Kissinger with a SECOND by J. Becker, with the following changes.

K. Roberts said she was changing the title for C. Stollar Peters to reflect her new status as assistant director. L. Scoons noted some stray wording in the public participation section.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 May 2019 (Manual Disbursements for May \$39,486.53; Cash Disbursements/Accounts Payable for June \$55,272.39; Trust & Agency Disbursements/Salaries for May \$188,786.21; CapProject Fund/Hand-Drawn Checks for June \$0; Total: \$283,545.13).

TREASURER'S UPDATE:

- R. Khalife said he reviewed the financial report in the packet and found everything in order. He said that the library will likely have an estimated surplus of \$350,000 at the end of the fiscal year.
- He noted that after reviewing the activity in the H Fund, which is the Capital Project Fund, going back several years with T. Choppy and the Finance Committee, there were some housecleaning items that are reflected in the three resolutions presented to the board.

The first resolution presented by R. Khalife relates back to authorizing the transfer of \$199,750 from the A Fund to the H Fund, which relates the purchase of 59 Borthwick Ave. in July 2017. When the property was purchased, the board authorized the purchase without specifying the specific fund. The property was purchased from the H Fund, but the cash was in the A Fund. The funds to purchase the property were transferred from the A Fund to the H Fund, creating an interfund balance. The first resolution allows the library to settle the interfund balance before year-end.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously voted to authorize an operating transfer of \$199,750 from the A Fund to the H Fund, relating to the purchase of 59 Borthwick Ave. in July 2017.

R. Khalife presented a second resolution to move the balance of the PEG money from the H Fund to the A Fund, where it belongs.

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously voted to authorize the transfer of \$5,453.20 from the H Fund to the A Fund, which represents money received from the Town of Bethlehem for PEG expenditures.

The third resolution presented by R. Khalife relates to moving the money received from the Storch Technology Fund from the H Fund to the A Fund, where it belongs.

On a MOTION by J. Becker with a SECOND by L. Scoons, the board unanimously voted to authorize the transfer of \$14,050 from the H Fund to the A Fund, which represents money received from the Storch Technology Fund.

M. Redmond asked why the library was overspent in the auditing services line. G. Kirkpatrick said that there were additional actuarial expenses to account for a GASB requirement change. The 2019-2020 budget line has been increased to reflect that.

The board discussed where the library was at with materials purchases as the fiscal year draws to a close. Spending on eBooks was about \$30,000 over budget due to demand, with those funds coming from surpluses in the personnel line. G. Kirkpatrick said the library was close to spending 12% percent of the budget on materials, and while there is no standard set in New York, that number is representative of the Pennsylvania standard. In response to a question by M. Kissinger, he said it would not be unreasonable to eventually reach for 15% of the budget spent on materials.

B. Sweeney asked if the board would consider scheduling some time at a future meeting to discuss employee healthcare compensation and the library's contribution rates prior to contract negotiations. M. Redmond said that because it was a negotiation discussion, it might not be appropriate for an open meeting. H. Narang agreed that it would be beneficial to talk about healthcare before contract negotiations.

R. Khalife said that he is continuing to review how the financial information is presented and how it could be improved. G. Kirkpatrick asked board members to let him know if they have any ideas about how the information could be presented in a way that would be useful to them.

RESOLUTIONS

On a MOTION by M. Kissinger with a SECOND by B. Sweeney the board unanimously voted to adopt Resolution No. 1903, recognizing Joyce Becker's 10 years of service as a trustee.

The board presented J. Becker with a framed copy of the resolution and thanked her for her service to the library.

PERSONNEL REPORT

There was a request to fill two positions. G. Kirkpatrick said the library was still trying to fill the part-time maintenance position approved at the previous meeting. He said the early-morning hours makes it one of the hardest library positions to hire for.

PERSONNEL ACTION

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

- Library page, part-time, permanent, 13.85 hours/week at \$11.10/hour or per contract
- Library assistant, full-time, permanent, \$36,860/annual or per contract

DIRECTOR'S REPORT

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

- Staffers continue to document complaints related to the library's HVAC system. G. Kirkpatrick said it was not an insignificant number.
- G. Kirkpatrick praised the work of Ann Vandervort and Priscilla Miller on the library gardens. He said that have mentioned how happy they are with their relationship with the library's maintenance department.
- The plaza drainage installed by the maintenance department held up well during a recent bout of torrential rains. G. Kirkpatrick said that in reviewing old building records, he is seeing that the library's drainage issues are nothing new.
- An e-content advisory council is in the process of investigating alternative platforms for video content. Many of these services are priced per use, so the library would have to decide how to budget for and absorb those costs. Kanopy is one of the services being considered. B. Sweeney said St. Rose uses Kanopy, and it is very popular.
- Tori Russo recently unveiled the prize wheel at an outreach event at the middle school, and it was very popular. K. Roberts created an outreach-to-go bag that eliminates the use of bulky tri-folds so that librarians can carry the items and set up at outreach events.

- Following a request from M. Kissinger at a previous meeting, G. Kirkpatrick included graphs to represent the library's energy usage. They show electrical use down in the heating season but gas use during the heating season is much higher with the new HVAC system.
- G. Kirkpatrick said the library wasn't yet able to schedule a meeting with M/E to discuss some of the issues with the system. He said that following a review of the contract, the library's lawyer at Nolan Heller Kauffmann said the statute of limitations covering the design work is three years following completion of the project. The library is continuing to pursue a meeting later in June with the engineers, DASNY and the contractors to discuss the issues and ways they could be addressed. M. Redmond and H. Narang both said they would like to be a part of the meeting. The board discussed whether or not they would like to have an attorney present, but agreed that it might be counterproductive to coming up with solutions. Everyone on the board agreed that if there is no satisfactory resolution at the meeting, they would begin pursuing other options. Staff, patrons and trustees have all expressed frustration with the uncomfortable temperatures in the Community Room, and a sign has been put up informing patrons that the library is aware there is an issue and working toward a solution.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said there was nothing to report and she would see her fellow trustees at the UHLS annual dinner on Wednesday.

NEW BUSINESS

Nominating committee

B. Sweeney said that the nominating committee made up of him, C. Brancatella and L. Scoons met the previous week to discuss the forthcoming slate of officers, and to gauge the interest of fellow board members in filling those roles. C. Brancatella said she would serve as secretary. L. Scoons would continue in her role as UHLS liaison.

C. Brancatella said that the committee decided to add a second vice president to build a slate around trustee interest, with M. Kissinger and B. Sweeney agreeing to serve as vice presidents and M. Redmond expressing a willingness to return as president of the board. C. Brancatella said part of the idea was to create leadership opportunities down the line and delegate more responsibilities among board members. M. Kissinger would focus on policies and governance, while B. Sweeney would focus on strategic planning. C. Brancatella said that trustee bylaws as they stand allow the board to be flexible with the duties of each position. L. Scoons noted that the bylaws would need to be updated to reflect that R. Khalife now fills the role of treasurer.

Chart of financial responsibilities

M. Redmond said that the chart created in the process of hiring the board treasurer position has been expanded to include that new role and create a designated backup in some cases. R. Khalife said the biggest change in procedure is that he will be signing the checks that T. Choppy prepares. He said T. Choppy does a great job in her role as business manager for the library.

Library minigolf – Sunday, July 14

G. Kirkpatrick told the board that the library would be open at noon for staff, trustees and their families and at 1 p.m. for the public. He said volunteers are welcome. He also noted that the library would be monitoring attendance to see if it decreases to a point where it might be time to take a break for a year or more.

Other new business

There was no other new business.

OLD BUSINESS

UHLS annual celebration

No additional discussion.

Memorial patio dedication – June 29

Board members were invited to attend. There will not be a big public announcement as the family wanted to keep it low-key.

The emergency exit door in the periodical room has been delayed by the vendor. Although it is under contract, the library will pursue other options if it is not done soon.

Long-range capital plan proposal

The long-range proposal with the board members' comments was sent to Paul Mays with most suggestions integrated in the final proposal. The library lawyer Nolan Heller Kauffman was reviewing the most recent version and the wording regarding the indemnification clause. The timeline associated with the proposal would need to be revised for the final version as time has passed since it was created. The board noted that if they did not approve the proposal at this meeting, it would have to wait until July to be finalized, so they agreed to vote to move forward once the library's attorney was satisfied with the language in the proposal.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously voted to accept the Architectural Services Proposal for Master Planning and Preliminary Design Service from Butler Rowland Mays for \$40,400, contingent upon approval of the indemnification clause by the library's attorney and inclusion of an updated project timeline.

HVAC update

No additional discussion.

Plaza drainage

No additional discussion.

Other old business

The G3 presentation had some service suggestions, and the students focused heavily on the concept of community solar. The group also suggested using rain barrels to collect runoff, which the library is looking in to. B. Sweeney asked if it was a library goal to be certified by the Sustainable Library Certification Program through NYLA. G. Kirkpatrick said that many of the steps have already been completed, but there has been no formal decision to pursue it further. M. Redmond asked how high of a priority is a community solar agreement. G. Kirkpatrick said it could save the library about 10 percent in energy costs. H. Narang said he'd like to see a higher percentage in savings offered. While the board agreed it might be something to investigate further, M. Redmond said it would be best to wait until after HVAC and current energy use concerns are addressed.

FUTURE BUSINESS

The list of future projects includes the authorizations in July, as well as the election of officers and swearing in of trustee-elect M. Walsh.

R. Khalife will also be looking at updating the investment policy. M. Redmond said that draft will go first to the finance committee and the policy committee, and R. Khalife suggested that there was no need to rush to get it on the July agenda, as long as it is in place before the September audit.

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

M. Walsh thanked J. Becker for her service and said she was looking forward to working with the board.

ADJOURNMENT

On a MOTION by J. Becker with a SECOND by H. Narang, the board adjourned the regular meeting at 7:55pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president