

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday May 8, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang

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

President M. Redmond called the meeting to order at 6:00pm.

BUDGET PRESENTATION

G. Kirkpatrick went over the 2017-18 proposed library budget and noted that the 2.07 percent levy increase falls well within the state tax cap because of the decrease in the PILOT income, resulting from some larger properties going off the PILOT rolls. There was an increase in the library materials line to respond to increasing circulation of eBooks and audiobooks, as well as DVDs, which saw a major circulation boost due to a change in the fine structure. The programming line also saw an increase to continue providing a variety of performers for all ages. Decreasing total operations costs are expected, including some energy savings as a result of the HVAC project. Decreases in the income line are largely a result of the change in the DVD fine structure as well as the emailed due-date courtesy notices.

J. Becker asked why there was a decrease in the professional services line, and G. Kirkpatrick said that attorney and consultant fees are lower in years that don't include contract negotiations.

PUBLIC PARTICPATION

J. Johannesen told the board that the Friends would be selling sponsorships to the holes at library Mini-Golf event in July. He asked board members to pass along the word to people they may know and gave them some sponsorship information flyers. M. Redmond said it might be beneficial to approach the Chamber about it. Sponsorships include the business name on the hole and the ability to customize the green. There are a limited number available.

MINUTES

Minutes of the 10 April 2017 board meeting were unanimously approved on a MOTION by L. Scoons with a SECOND by P. Rice.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 30 April 2017 (Manual Disbursements for April \$17,812.11; Cash Disbursements/Accounts Payable for May \$53,578.07; Trust & Agency Disbursements/Salaries for April \$166,220.09; CapProject Fund/Hand-Drawn Checks for April \$11,601.00; Total: \$249,211.27).

M. Redmond asked about the process for outstanding checks that haven't cleared. T. Choppy said that if there are stragglers by the following month, she is on the phone pursuing it. Some may just fall outside of our cycle.

M. Redmond noted a charge for van maintenance of \$660 and asked how the library would theoretically handle any emergency charges that might exceed the \$3,000 limit. J. Becker said it would worth getting an answer regarding unforeseen emergencies.

G. Kirkpatrick said that van maintenance is a newer issue for the library since the purchase of the vehicle. Previously, the library had leased the van.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for April 1-30, 2017.

MANUAL INVOICES

None

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.

DIRECTOR'S REPORT

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

- G. Kirkpatrick noted that the maintenance staff has diligently responded to the fire inspector's findings. The library has contacted the insurance company to move forward with a boiler inspection.
- Every child with a recent Slingerlands Elementary School visit went home with a book. If for some reason a card is blocked, there is a selection of paperback books that staffers can give to children so they never leave the library empty-handed. This has helped defuse stressful situations.

- Lawn games, American Girl dolls and bug kits are now available for circulation. C. McGinty noted that most are off the shelves shortly after they are put out. The board asked for some kind of display to promote the items during Mini-Golf day.
- Circulation of Chromebooks outside of the library is in process. The Windows laptops are more in demand for use in library. Each Chromebook is \$170, and if a patron does not return it, it can be rendered unusable remotely. G. Kirkpatrick noted that if an item is not returned, a person cannot keep using their card to check out materials. The board discussed how fines are accrued and add up.
- J. Becker applauded the library for building up a robust volunteer corps. G. Kirkpatrick said a lot of the thanks goes to T. McShane and other staffers who help coordinate meaningful tasks for them. He noted that the library does not use volunteers as free labor, and that the real purpose is to provide a service to the public who are looking for meaningful ways to serve the community. Teen volunteers are also able to start building a resume with their library experience. Part of the library's volunteer program serves adults with disabilities through partnerships with Wildwood and ARC. M. Kissinger asked if there was ever a possibility for a volunteer to conduct a higher-level study or proposal for the library.
- K. Roberts and G. Kirkpatrick created a T-shirt option for those who are walking in the Memorial Day Parade and asked the board if that was something they would be interested in providing for parade volunteer. The board agreed and said the library should consider ordering some extras to have for other occasions.
- G. Kirkpatrick said there will be a new Librarian 1 Civil Service exam given in the fall. In the past, libraries have provided some input during the test development phase, but did not for this version.
- Programming and outreach report, with pics in the sewing open. Maybe a break. Making culture.
- Although there were some decrease in YA and periodicals, both smaller collections, there were increases across the board on WiFi use, indicating it is a major service that many people, even those who may not be traditional library patrons, are using.
- M. Redmond said that a trip to the library on a recent rainy day was really a testament to why BPL was named "Best Place to Spend a Rainy Day" by Capital Region Living.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said it is a very busy month on the services committee, with lots of awards applications, including two from BPL. She said the board is also going to consider an increase in the percentage for the construction grant money, as a relief valve in case there is money left over.

NEW BUSINESS

UHLS Dinner

The dinner will be held Wednesday, June 14. G. Kirkpatrick asked board members to let him know soon if they would be attending.

The board noted that there was good library representation at a recent Chamber dinner.

TV White Space Internet

The library has applied for a \$15,000 TV White Space Internet grant. There is already channel space available for public use by a public entity, and white space Internet would allow the library to use that as a bridge to transmit our Internet bandwidth from the library to remote station within our district borders and to provide internet remotely. Currently, every time we want to put WiFi out in the community, it costs money to get a line put in and buy transmitters. TVWS would allow the library to use TV signals to do that – all that is needed is electricity and a server. It would not automatically provide free internet for homes in the area as it would still be based

around the power source. It could be used in temporary situations, like at the farmers market. Two companies in U.S. make the equipment to do this. Only four awardees will receive \$15,000 grants. B. Sweeney said that even if the library does not receive a grant award, they should discuss the idea further. The board agreed.

Brunswick Jr. Cards

The Brunswick library is in the process of making its children's library card fine-free and is asking other libraries in the system if they would be willing to honor the fine-free status. Albany has a similar youth card, but it is only for use in their branches. The board opted not to allow the fine-free cards at Bethlehem Public Library at this time, but said they would consider revisiting the issue in the future.

Other new business

None

OLD BUSINESS

Fire alarm and security project update

The proposal is still at SED, but there are no new developments.

Construction manager

G. Kirkpatrick said the necessary legislation to allow DASNY to act as the library's construction manager has been filed and is expected to pass by the end of the session in June. An agreement is being worked on with updated labor costs and timeline. A future meeting between ME engineering and DASNY will allow both parties to clarify their roles.

HVAC project update

Some construction manager hiring tasks have been crossed off.

Other old business

None

PUBLIC PARTICIPATION

T. Choppy asked if there was a possibility of the library working with the sheriff's department to provide WiFi at the old Clarksville School. G. Kirkpatrick noted there had already been some discussion about that.

J. Johannesen asked for clarification about the budget handout.

EXECUTIVE SESSION

On a MOTION by B. Sweeney with a second by M. Kissinger, the board adjourned to executive session at 7:24pm 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 J. Becker with a second by M. Kissinger, the board adjourned executive session at 8:28pm; no action was taken.

On a MOTION by J. Becker with a second by P. Rice, the board adjourned the regular meeting at 8:28pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president