

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday February 12, 2018

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, Accounts Clerk  
Natalie McDonough, Manager, Programs and Community Outreach  
Catherine Stollar Peters, Head of Tech Services, Circulation  
Chris McGinty, Head of Public Services  
Tracey McShane, Personnel Administrator  
Betty Albright  
Dennis Kariious  
Nancy Benedict

President M. Redmond called the meeting to order at 6:02pm.

PUBLIC PARTICPATION

There was no public participation at this time.

MINUTES

Minutes of the 8 January 2018 board meeting was approved unanimously on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

M. Redmond asked the minutes to reflect that the money transferred to DASNY was not a payment but an advance to cover the construction costs as they occur.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 January 2018 (Manual Disbursements for January \$29,634.73; Cash Disbursements/Accounts Payable for February \$89,279.35; Trust & Agency Disbursements/Salaries for January \$164,767.85; CapProject Fund/Hand-Drawn Checks for January \$692,703.10; Total: \$976,385.03).

In response to a question from the board, T. Choppy said that the \$25 in the “Misc. Income” line was for proctoring fees for a non-resident.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for January 1-31, 2018.

#### 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, with H. Narang abstaining, the board approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.19/hour or per contract.

G. Kirkpatrick noted that the open position resulted from an internal schedule change.

#### DIRECTOR’S REPORT

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

- Staff members continue to clean and prepare for HVAC construction that will displace all of the work spaces on the mezzanine. Everyone wants to be ready, as there will not be a lot of lead time once the construction firm is ready to get started.
- Librarian Michael Farley is doing a write up of his testing of the online music database Freegal.
- The board discussed the GoChip Beam technology and whether it would be a useful way to deliver video to patrons in the way that meets their needs. The technology does not require internet access to use.
- The board was impressed that half of the Bad Kitty custom cards were new registrations.
- The recording of the next Federalist Papers program will be posted on the website and will be a test of some of the library’s new A/V equipment.
- G. Kirkpatrick noted that Overdrive Advantage Plus allows the library to fulfill patron holds of digital materials in the much the same way as physical holds. The board discussed some of the challenges with the ways publishers license copies of e Books.
- M. Kissinger asked if there was any need to continue with the wi-fi hotspot surveys and suggested that there was enough data to discontinue it at this time.

#### UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the State Education Department had come up with additional money to be handed out as construction grants, so the services committee met to decide on the allocation of about \$17,600 with a portion going to needed roof repairs at the Berne Library. The UHLS will vote on it Wednesday.

## NEW BUSINESS

### *2018 DRAFT budget*

The board discussed the draft budget and noted the following items:

- The 2.05% increasing in salaries and benefits reflects the negotiated contract increases in addition to decreasing retirement costs. The support staff line saw increases from the shift to an additional library assistant instead of part-time librarian.
- The materials line saw an increase overall with decreases in the audiobooks lines reflecting a greater move to e-audio. There were also savings in the database/electronic resources line but no decrease of items offered because of careful negotiating by G. Noble for these resources.
- The change in the office supplies line reflects a move away from a bunch of individual printers to more central printing with toners included in the service contracts. This move was suggested by the G3 process the previous year. An increase of \$25,000 in the equipment and furniture line reflects plans in the coming year to change the position and use of the public information desks.
- H. Narang asked if there were any areas that the library would like to trim, and G. Kirkpatrick said he would love to see if there were some ways to share services, like snow removal or health insurance.
- Operating costs for the Borthwick building are included in the budget. The structure is used for offsite records storage.
- The budget includes an expected decrease in income from fines as automatic renewal is put into place.
- The levy ask on the budget is within the tax cap, a percentage that reflects higher inflation this year and an increase in property values.
- The board agreed that it was a good idea to ask for close to the limit so they could stay on top of smaller projects as they arise.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously approved the 2018-19 draft budget as written for public presentation. The budget proposes a levy of \$3,934,858, an increase of 2.78% or \$106,588.

### *2018 NYS annual report*

The board reviewed the New York State annual report numbers. G. Kirpatrick said it can be hard to use those numbers as comparisons to other libraries because of the different ways of reporting them. He noted that Bethlehem tries to remain internally consistent and accurate.

C. McGinty noted that the public service hours on Page 60 were transposed.

On a MOTION by B. Sweeney and a SECOND by C. Brancatella, the board unanimously voted to accept the information in the annual state report as accurate for filing with the noted correction on the service hours line.

### *Mileage reimbursement policy*

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved the Mileage and Reimbursement presented as a draft.

*Mezzanine carpet*

The library is hoping to replace the carpet in the mezzanine, which was original to the building, while the space is cleared out for HVAC construction. G. Kirkpatrick has received quotes from two vendors and is waiting to get a third. Early numbers indicate the project would cost between \$12,000 to \$14,000. M. Redmond asked if there were any padding options that would still allow for the movement of shelving carts.

*Other new business*

G. Kirkpatrick asked for approval to send N. McDonough to the Book Expo in New York City. In past years, G. Noble and C. McGinty have attended, and advance copies of books received there have been used as adult summer reading giveaways.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved sending N. McDonough to Book Expo

OLD BUSINESS

*Fire alarm and security update*

The product remains shovel ready. The board agreed to start prioritizing upcoming projects like fire alarm and security and the plaza to figure out how to allocate their resources. M. Redmond said it doesn't make sense to move forward with any until the final HVAC costs are in but they should start the discussion in March or April about their priorities. H. Narang asked how far they could move forward in the plaza process before spending the money. G. Kirkpatrick said that the board could narrow down the options from GPI and then get an estimate for design work.

*HVAC project update*

A report from DASNY will be included in the board packet until the project is complete. The work may displace some of the public groups using the meeting rooms but staff is working hard to minimize the impact on them and let them know in advance that it is a possibility. The hope is to have a preliminary schedule of the construction that can be posted publicly so patrons are aware of when potential disruptions might occur.

*BCN-TV update*

G. Kirkpatrick reported that scheduling and programming is months ahead of where he thought it would be at this time and the channel is fully operational with some major improvements, including a schedule that automatically populates online and a more efficient way to schedule PSAs, which come in via online form. IT has now moved into the phase where they are assessing how much time these tasks are going to require.

Time Warner has stopped by to look at moving the scheduling equipment out of the studio space. The goal is to eventually move all channel submissions to dropbox, which is currently being tested.

The library has been looking into a "one-button studio" that allows users to plug in a flash drive, press a button and record a show or presentation that is ready to go with minimal editing. It also could be marketed to school as help with speech prep. The system is already in place at Penn State, and price

lists detail what is needed. The library already has some of the equipment – curtains, lights, etc. PEG money could be used to purchase the rest. The front part of the studio will be available for editing, and the library’s 15 laptops currently have Premiere Elements installed for video editing, which was chosen because it is user friendly. Library staff are currently working up to trainer level so they can get some of the local BCN-TV producers up to speed. B. Sweeney asked if there would be an option for multiple camera angles in a single shot. G. Kirkpatrick said that zoom and pan can be done on the high definition shot during the editing process.

M. Redmond said that if library staff decides to move forward with the one-button studio or some other direction, they should purchase the equipment and submit it for PEG funds but not be held up waiting for that money to be released. M. Redmond also asked if the older shows on BCN-TV could include some kind of marker that indicates when they were recorded to prevent confusion.

The board also took some time to discuss what they learned through the studio discussions leading up to their vote to make changes. B. Sweeney said he thought the board approached the issue in a consultative way and the evidence of that was how the concept evolved based on feedback from the public. M. Redmond said that there were contentious moments during the discussion, but arriving at the decision in that way let the message sink in and created more positive feedback by the final meeting. C. Brancatella said that if the board knew going into the discussion where the critique would come from, then it would be helpful to identify where the support would be, so the messages could be counterweighted. She said she felt a real turn in public opinion when numbers and bar graphs were available, and there could have been more of that messaging from the outset. The board discussed whether press coverage hurt or helped the message. L. Scoons said the message could have been about the process and the timeline. H. Narang asked if it would have been helpful to shorten the process. The board considered that it would be helpful to proactively manage the fear of the older patrons who did not see the change as positive. M. Kissinger suggested that up front marketing could have helped and that there should have been an effort to more strongly counter misinformation. Overall, board members said they were pleased that the decision was made with the input and needs of the public in mind.

#### *Self checkout proposal*

C. Stollar Peters put together a fact sheet about the self checkout proposal, including costs and talking points, which was handed out to the board. She noted that Guilderland library is also looking at a similar proposal, and she has been in contact with them. She noted that the intent of implementation was to enhance service. J. Becker asked that one of the stations be ADA-compliant. H. Narang said he saw it as an investment with future savings, and it would make sense to get the savings curve going. B. Sweeney asked what line the funding would come from. G. Kirkpatrick said it would be the capital expenditures line. B. Sweeney says that he is comfortable with the idea that self checkout frees up existing staff to focus on other tasks, but he is less comfortable with the idea that it could take away from personal interaction. G. Kirkpatrick said that the initial implementation is intended to increase service, not replace face-to-face interaction.

On a MOTION by H. Narang and a SECOND by M. Kissinger, the board voted unanimously to move ahead with the first phase of self checkout implementation with the addition of two combo stations and one standalone kiosk at the cost of \$22,778 with an additional warranty year for a total of \$25,778.

*Other old business*

M. Redmond said she would like to add the discussion of the electronic timeclock to next month's agenda.

FUTURE BUSINESS

*Director evaluation*

H. Narang and C. Brancatella said they would touch base regarding this.

*Board treasurer*

Not discussed at this time.

*Policy updates/schedule*

G. Kirkpatrick said there was an ant-nepotism policy in the works that may be ready to go before the next meeting. If it needs to be discussed further, and updated social media policy may also be ready for review.

*Resource sharing*

Not discussed at this time.

*Fines and fees*

Not discussed at this time.

*Board committees*

Not discussed at this time.

*Other future business*

L. Scoons requested that the board discuss a retreat at a future time.

PUBLIC PARTICIPATION

The following people spoke:

- Betty Albright: A former employee who retired in July, B. Albright said she loved the library and being able to really take part in the programming. She noted that clerical staff are on the front lines and their tasks should not be described as mundane as they are always ready for any kind of interaction with the public. She said she expects staffers and patrons to be excited about self checkout implementation.
- Dennis Karius: Reiterated comments from previous meetings promoting the public access station.
- Nancy Benedict: Said summer might have been a bad time to roll out the studio discussion because people have other things to do.

On a MOTION by H. Narang with a SECOND by J. Becker, the board adjourned the regular meeting at 8:39pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president