

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday January 9, 2017

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

GUESTS: Tanya Choppy, Accounts Clerk
Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Gordon Noble, Manager of Information/Readers Advisory
Mary Philips, community guest

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

PUBLIC PARTICIPATION

There was no public participation.

MINUTES

Minutes of the 12 December 2016 board meeting were unanimously approved as written on a MOTION by M. Kissinger with a SECOND by P. Rice.

DIRECTOR EVALUATION/EMPLOYEE SURVEY

L. Scoons asked the board to take a look at the Survey Monkey version of the questionnaire that was prepared with help from J. Johannesen. She said she was also looking for some feedback regarding the process for distributing the survey and gathering and sharing the information. M. Redmond said that everyone on the board will have access to the raw data that is compiled through the survey. She said that if the survey process is successful, it might be worthwhile to conduct a library user survey down the road. M. Redmond said the board is ready to move forward and will discuss the survey in detail at the February meeting. She thanked L. Scoons for her work on the survey.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 December 2016 (Manual Disbursements for December \$9,627.58; Cash Disbursements/Accounts Payable for January \$99,007.19; Trust & Agency Disbursements/Salaries for December \$284,125.18; CapProject Fund/Hand-Drawn Checks for December \$1,866.20; Total: \$394,626.15).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31, 2016.

ENGINEERING INVOICES FOR HVAC

The board reviewed the most recent invoice from M/E Engineering for backflow prevention design work totaling \$300. G. Kirkpatrick noted that the actual work is scheduled to take place on Friday, Jan. 13.

On a MOTION by H. Narang with a SECOND by J. Becker, the board unanimously approved payment to M/E Engineering for backflow prevention design work in the amount of \$300.

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

There was no personnel action. The part-time librarian position approved at a previous meeting has not yet been filled.

DIRECTOR'S REPORT

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

- The library will have a delayed opening on the Friday that the backflow preventer work is taking place. Because the work involves shutting off the water to the library, there was some concern that it would not be done by 9:00am, at which point the library would have to do a last-minute closure. The decision was made to open at 10:00am to give the plumbers more time to complete the job. H. Narang said it was a good idea, and the board asked that multiple signs be put up in the parking lot alerting patrons of the closure.
- The library's Flipster magazine selection has grown to include the shared titles with UHLS. Overdrive magazines are mostly no longer available as that service gets phased out.
- G. Kirkpatrick noted that the new databases added at the beginning of the year are up and running, including Mango languages. The goal is to have the library's Boopsie app provided through Upper Hudson available by March.
- Online patron registration is now available system-wide, making the process easier.
- J. Johannesen was named the Friends president at their most recent meeting.
- B. Sweeney noted all of the school outreach the library does and asked if there was a reason for a dropoff in the number of visits compared to the previous year. N. McDonough said that illness and fewer potential outreach days in the month are possible reasons, and many of those visit may now happen in January and other months.

UPPER HUDSON LIBRARY SYSTEM REPORT

The UHLS board did not meet in December.

NEW BUSINESS

Magazine loan period

G. Kirkpatrick asked the board to consider changing the borrowing policy to decrease the magazine loan period to 7 days. He noted that, with renewals, a magazine could potentially be out of circulation for 3 months. Shortening the period would get the magazines into the hands of more people during that same time-frame. B. Sweeney noted that many magazines are time-sensitive, and could be out of date by the time they are returned under the current policy. L. Scoons said she didn't think one week would be long enough, even with the renewals. M. Redmond said she was in favor of changing the policy, but she asked G. Kirkpatrick to keep her updated if there is significant patron "pushback" from the decision. The board eventually agreed that a 14-day loan period would make the most sense.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board voted to update the borrowing policy to allow for a 14-day loan period for magazines.

2017-18 tax levy limit

G. Kirkpatrick said that in order to stay within the 2% tax cap, the library could not exceed a 0.6% tax levy increase. The library is still waiting for PILOT numbers to know what kind of budget there is to work with for the upcoming fiscal year.

Community Foundation disbursement

The Community Foundation interest this year totals \$314. The board was asked whether they wanted to add it to library funds or roll it back into the Foundation. The board decided to use the funds to increase the budget, but questioned whether it would be possible to pull library money out of the Foundation entirely. J. Becker said she had heard of another local organization that was able to do that, so she would reach out to them. G. Kirkpatrick was asked to also look into withdrawal options. M. Kissinger noted that the money might be better spent as part of the Technology Fund.

Other new business

M. Redmond and G. Kirkpatrick spoke with Tim McGrath with the Dormitory Authority about the process behind hiring a construction manager. He provided some useful advice and insight that will help guide the process moving forward.

OLD BUSINESS

HVAC project update

The library received design approval from SED so a fall 2017 construction date is realistic. Two firms have already expressed some interest in the project, with Beth from M/E Engineering putting the word out as well. G. Kirkpatrick said that bid quotes can be used in the grant application process.

Fire alarm and security project update

The design has been submitted to SED and is awaiting approval.

Water testing

G. Kirkpatrick shared the test results with the board. He said all of the outlets providing drinking water were well below the state levels and described the testing process. The three outlets that tested positive are hose outlets and have been taken offline until they can be remediated. M. Redmond asked that it be brought again before the board once it has been taken care of so it can be part of the public record.

Other old business

M. Redmond passed along the thanks the board received for finding a solution to the pricing restriction on displayed artwork.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by J. Becker with a second by B. Sweeney, the board adjourned to executive session at 6:50pm, to discuss collective negotiations pursuant to Article Fourteen of the Civil Service Law.

On a MOTION by H. Narang with a second by J. Becker, the board adjourned executive session at 7:09pm; no action was taken.

On a MOTION by L. Scoons with a second by P. Rice, the board adjourned the regular meeting at 7:10pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president