

MINUTES OF THE BOARD OF TRUSTEES MEETING (VIRTUAL)
BETHLEHEM PUBLIC LIBRARY
June 8, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney
Michelle Walsh
Caroline Brancatella

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk
Catherine Stollar Peters, assistant director
Chris McGinty, assistant director
Tracey McShane, personnel administrator

*All present via Zoom broadcast live on YouTube and the library website.

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

PUBLIC PARTICIPATION

There were no public participation comments submitted at this time.

RESOLUTION RECOGNIZING BRIAN SWEENEY'S TERM OF SERVICE

G. Kirkpatrick read the resolution recognizing B. Sweeney's service to the board of trustees as trustee, treasurer and vice president. B. Sweeney said his time on the board has been one of the most enjoyable experiences of his life. M. Redmond thanked him for all of his hard work on the library board.

M. Redmond said she also wanted to recognize G. Kirkpatrick and the library staff for everything they have done to get the library ready for its phased reopening, including curbside pickup. She said the board is well aware of all the work that has been done behind the scenes, of which the director's report is just a short summary.

On a MOTION by H. Narang with a SECOND by M. Kissinger, the board unanimously approved the resolution recognizing B. Sweeney's service on the library board of trustees.

MINUTES

Minutes of the 11 May 2020 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by Mark Kissinger.

FINANCIAL REPORT

G. Kirkpatrick noted that the financial report remains in the format that was established previously. He said the library will be under budget as it comes into the new fiscal year.

M. Kissinger asked if the financial resolution closes out the HVAC project. M. Redmond said it represents the return of the balance from DASNY and returns the H Fund to a zero balance. T. Choppy said the library is still waiting for the final balance of the state construction grant received for the project. M. Redmond asked if there was a final status report from DASNY. She said the library would need that piece of the project for the record.

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 May 2020 (Manual Disbursements \$35,094.35; Trust & Agency Disbursements/Salaries for May \$184,063.74; Cash Disbursements/Accounts Payable for June \$53,988.58; CapProject Fund/Hand-Drawn Checks for May \$0.00.)

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously authorized the transfer of \$16,257.02 from the H Fund (Capital Projects Account #3642) the A Fund Money Market Account (#3808), which represents the balance of funds returned from DASNY for the HVAC project. The balance in the project and H Fund will be \$0.00.

PERSONNEL REPORT

G. Kirkpatrick said that although there is no change from last month, he did want to let the board know he would like to actively pursue filling the previously approved IT position with a full-time clerk. He said that he would like to provide some redundancy to the department as it currently has only one person in it. The new employee would help with software updates and scheduling on BCN-TV. M. Redmond said she is very much in favor of getting a second person in place for that department.

M. Redmond asked where the library was at in the process of filling the treasurer's positions. L. Scoons said she thought the board was ready to advertise for the position but push out the interview and proposed start date. T. McShane said she has gotten a quote from the TU to advertise the position. M. Redmond asked that T. McShane provide a recommendation of the best timing for advertising the position and a deadline for replies.

DIRECTOR'S REPORT

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

- G. Kirkpatrick thanked the Public Services for all the work they've done to create virtual programs. He noted that they keep evaluating what people enjoy and are responding to and moving forward with that. He noted that the library is collaborating with the town to host a Storywalk at Elm Avenue Park, which will be a program with a physical component.

- G. Kirkpatrick noted that, as expected, electrical use has been way down. OverDrive and e-content use continues to grow. Consumer Reports is still the most-used database, with the language learning database Pronunciator gaining users.
- The first week of returns was a success. G. Kirkpatrick thank M. Walsh for helping out one day. He said the public response has been overwhelmingly positive, and it was a good opportunity for people to ask questions.
- M. Redmond asked if there had been any feedback from the public about the five-uses-per-month limit on Hoopla. G. Noble responded by text that there had been some. Hoopla expenses are expected to be around \$11,000 by the six-month mark, and the service has been tremendously popular with Bethlehem patrons.
- G. Kirkpatrick said the library is prepared to launch a COVID-19 Memory project that allows people to submit their experiences during this time for posterity. It is based on a similar project by the Brooklyn Public Library. B. Sweeney said he understood the challenges in getting participation, but the project was worth the effort.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the services committee met to select Youth and Adult program awards, which have not been announced. She said the next step would be working on grant proposals, but there is nothing currently scheduled.

NEW BUSINESS

NYS Safety plan

G. Kirkpatrick said an approved safety plan allows an organization to resume in-person operations. Once approved, a copy would be posted along with the library's phased reopening plan, which is getting updated all the time with new information and guidance.

On a MOTION by M. Walsh and a SECOND by C. Brancatella, the board unanimously adopted the NYS Safety plan so that the library could resume in-person operations.

Nominating committee

The board discussed putting a nominating committee in place so they could prepare a slate of officers to vote on for the July meeting. M. Redmond said she would be stepping down as president for the coming fiscal year and would be available to serve on the nominating committee. M. Walsh said she would also volunteer.

Although the election deadline has been extended to June 16, the board was hopeful they would have the names of the trustee-elects in time for a decision.

Chromebook purchase

G. Kirkpatrick said the library was considering buying more Chromebooks following a discussion initiated at the previous meeting by H. Narang regarding how to get digital access into the hands of those in need. G. Kirkpatrick said the Chromebooks would be circulated for a longer time than other items in the Library of Things. Some student in the school district are being required to turn in their school-issued Chromebooks at the end of the school year. C. Brancatella said it might be wise to start with a smaller number of Chromebooks for the initial purchase and then buy more if there is demand. The board agreed. L. Scoons asked if the library could let the school district know that the

library would have Chromebooks available. The board also discussed the circulation time and noted that a two-month loan might leave some people out. They agreed that a one-month loan period was good.

On a MOTION by H. Narang and a SECOND by M. Kissinger, the board unanimously agreed to purchase 35 Chromebooks at \$255.49 each, which will be loaned on a one-month basis.

Emergency resolution

G. Kirkpatrick asked the board for permission to adjust as-needed some policies that could be affected by the need to respond to the current pandemic, such as waiving fines, etc. This authorization would sunset at the August board meeting.

On a MOTION by M. Walsh and a SECOND by M. Kissinger, the board unanimously agreed to give the library director discretion in suspending library operations and to adapt the following policies as needed: Collection Development Policy, Borrowing Policy, Patron Conduct Policy, Programming Policy, and the Displays and Exhibit Policy through the COVID-19 emergency to expire at the August 10 board meeting.

Other new business

There was no other new business at this time.

OLD BUSINESS

Phased reopening plan

There as a placeholder. G. Kirkpatrick said the latest version of the phase reopening plan will be posted on the website. He noted that it and the safety plan may change based on any new information or guidance that comes up, and he asked the board to allow a group made up of him T. McShane, C. Stollar Peters and C. McGinty to amend those plans as needed.

On a MOTION by M. Kissinger and a SECOND by B. Sweeney, the board unanimously voted to allow G. Kirkpatrick, T. McShane, C. Stollar Peters and C. McGinty as a group to amend the safety and phased reopening plans as needed.

Long range plan steering committee

H. Narang said that a meeting with P. Mays had been delayed, but the plan is to update him on the committee's comments and get him scheduled for the July board meeting. L. Scoons asked if P. May and L. Hayes had done their evaluation of the Borthwick property. G. Kirkpatrick said they had, and he expected the official comments soon.

HVAC update

M. Redmond suggested the board leave this on the agenda until the rest of the grant money has been received. G. Kirkpatrick said the library had purchased a bunch of dehumidifiers to help with humidity issue in the lobby and community rooms.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility – to be included in the long-range plan

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

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by H. Narang, the board adjourned to executive session at 6:59pm to discuss future contract negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board adjourned executive session at 7:26pm; no action was taken.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board adjourned the regular meeting at 7:26pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president