

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday December 12 2016

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  
Jeremy Johannesen, Executive Director of NYLA  
Chris McGinty, Head of Public Services  
Catherine Stollar Peters, Head of Tech Services, Circulation

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

#### PUBLIC PARTICPATION

J. Johannesen noted that the agenda indicated there would be a discussion later about the asbestos abatement in the foyer, and he wanted to give his endorsement as a community member to the fuller version of the proposal in order to completely deal with the asbestos at that time.

#### MINUTES

Minutes of the 14 November 2016 board meeting were unanimously approved on a MOTION by J. Becker with a SECOND by L. Scoons.

In response to a question from M. Kissinger, T. Choppy and G. Kirkpatrick said the auditors had answered the board's question from the previous meeting via email that was forwarded to all of the trustees.

#### FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by P. Rice, the board unanimously approved the Financial Statement dated 30 November 2016 (Manual Disbursements for November \$35,365.49; Cash Disbursements/Accounts Payable for December \$372,036.06; Trust & Agency Disbursements/Salaries for November \$162,949.19; CapProject Fund/Hand-Drawn Checks for November \$1,866.20; Total: \$572,216.94).

T. Choppy said the library has received all of the school tax money for this year. She also said that next month's statement will reflect the last of the state aid.

#### BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for November 1-30, 2016.

#### ENGINEERING INVOICES FOR HVAC

The board reviewed the most recent invoice from M/E Engineering for backflow prevention design work totaling \$5,421.60. G. Kirkpatrick said that the county required an engineer's report, which was part of the design work. The library is still waiting for quotes from the plumbers, but the work will not include any digging or outside work. It is likely to be less expensive than the design phase.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously approved payment to M/E Engineering for backflow prevention design work in the amount of \$5,421.60.

#### RESOLUTIONS

None.

#### PERSONNEL REPORT

The board noted the personnel report.

#### PERSONNEL ACTION

On a MOTION by H. Narang with a SECOND by B. Sweeney, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Librarian 1, 15 hours/week at \$25.22/hour or per contract

#### DIRECTOR'S REPORT

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

- G. Kirkpatrick thanked the board once again for the cupcakes they provided for Staff Development Day. C. McGinty gave the board a thank-you card and gift from staffers. G. Kirkpatrick also gave an overview of the day, which was a return to the full-day format. His state of the library address covered some new statistics and was followed by T. McShane's workplace violence training and incident report. C. McGinty and Mary Fellows from Upper Hudson, then talked about how everyone in the library serves families, followed by a team-based game that highlighted some of the stressors that children can face as their brains are developing. After a break for lunch, during which some staffers participated in a lockbox challenge, a representative from the Pride Center in Albany spoke about serving LGBTQ library users.
- Use patterns show that the Chromebooks that are circulating are typically only being checked out for a short time and that people are still using the bank of desktop computers to browse the internet. H. Narang asked about browsing privacy for users and those logging in and out on the Google Chromebooks. The library has a 3-year license from Google for a management console that wipes out all of the previous user's information when the computer is shut down. The board agreed that it is too early to tell what the laptop usage patterns are indicating, and H. Narang suggested that a couple more weeks of publicity might alert more patrons to the service.

- Trustees discussed the first full month's worth of people counter data, and noted that it provided a good overview of meeting room use, although H. Narang said it would be impossible to draw conclusions from one month's worth of data. The data show the Delaware Avenue entrance sees little use, but M. Redmond wondered if that might change in the summer. G. Kirkpatrick said the library was excited about using the hourly numbers to break down the busiest times of day and better focus staffing.

## UPPER HUDSON LIBRARY SYSTEM REPORT

There was no meeting to report on.

## NEW BUSINESS

### *Wi-Fi hotspots*

The library currently has 10 mobile WiFi hotspots available, with 5 requestable only by Bethlehem patrons. The request list currently has 32 people waiting. The board discussed whether they should make more of the hotspots requestable but eventually decided that the time that could be spent waiting on the hold shelf could cut into circulation. The board also discussed whether there was enough demand to merit the addition of more hotspots to the collection. The devices cost about \$120 each, but come with a monthly fee of \$10. Trustees said they were in favor of adding more hotspots if the demand was there, but they eventually decided to wait another six months to get a better idea about usage patterns and patron need. M. Redmond said the board should track what the waiting list numbers are each month.

### *Five Rivers*

G. Kirkpatrick said the library has been in conversation with Five Rivers Director Ray Perry about getting free library WiFi installed at the center. Five Rivers has received permission to allow the library to move forward with this plan. The conduit already exists, and the library will be conducting a site survey soon. The location of Five Rivers in the town of New Scotland is a plus. G. Kirkpatrick said he believes this might be one of the first partnerships between a library and a state agency in New York.

### *EBSCO invoice*

G. Kirkpatrick said the library would like to continue its EBSCO subscription to the following databases: Consumer Reports, Literary Reference Center, Auto Repair Reference Center, NoveList and NoveList K-8. H. Narang asked about usage, and G. Kirkpatrick said Consumer Reports is by far the most-used database on the list.

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board authorized the library to purchase a databases package from EBSCO in the amount of \$11,103.00.

### *Other new business*

M. Redmond said the recent school bond issue had nothing to do with the library, in case trustees received any questions from the public. G. Kirkpatrick said he had gotten some questions from patrons.

## OLD BUSINESS

### *HVAC project update*

Although there was little to report, G. Kirkpatrick said it was time to explore RFPs. Beth from M/E Engineering will be putting together some sample RFPs, and G. Kirkpatrick has researched other recent library construction managers RFPs for comparison. M. Redmond and H. Narang discussed setting up a meeting time in the new year to go over it.

### *Fire alarm and security project update*

The board discussed the two options for dealing with the asbestos in the foyer before installing the fire alarm and security system. One involves a spot abatement and the other would be a full abatement. Both would cost around the same, but the full abatement would come with the additional cost of about \$40,000 to replace the ceiling and lighting and may impact patron access during the work. Trustees talked about ways to minimize the impact through scheduling and changing points of access, but ultimately opted to move forward with design work for the full abatement.

On a MOTION by H. Narang with a SECOND by J. Becker, the board authorized the revision of the scope of the asbestos abatement portion of the fire alarm and security project to include full asbestos abatement in the foyer and the replacement of the ceiling and lighting.

### *Water testing*

The water has been tested, and the library is still waiting for the results.

### *Director evaluation/employee survey*

L. Scoons had shared via email some of the feedback she had received from Tim Burke of Upper Hudson about the draft survey, and asked the board for their thoughts. The board discussed some of the wording before thanking L. Scoons for the time she spent preparing the survey.

### *Bethlehem First Night*

G. Kirkpatrick and C. McGinty have been in contact with the town about ways the library could support First Night despite not being a venue, and the door has been left open for the future.

### *Streaming video services*

Library staffers have looked into what streaming videos would be available through the Overdrive platform and, though it is limited, there are many titles in the Criterion collection and PBS. There are currently some movie available, and they see limited use. Any purchases the library would make would be available to all Upper Hudson patrons. The cost per title could be \$15-\$100. H. Narang said that it could allow the library the ability to offer a title without taking up any shelf space. B. Sweeney said that it could be a relatively small investment to add some major classic films to the catalog and see if publicizing the service leads the patrons to use it. M. Redmond said they could track usage through Overdrive. Board members said the library should move forward with putting together a speculative collection of streaming video titles.

*Other old business*  
None

**PUBLIC PARTICIPATION**

There was no public participation.

On a MOTION by B. Sweeney with a SECOND by H. Narang, the meeting adjourned at 7:32pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president