

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday June 13 2016

PRESENT: Joyce Becker
Harmeet Narang
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney
Tamra Wright

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: None

GUESTS: Paula Rice, trustee-elect
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Janice Irwin, BCN-TV Studio Manager
Chris McGinty, Head of Public Services
Andrew Reilly, library patron

M. Redmond called the meeting to order at 5:59pm.

PUBLIC PARTICPATION

There was no public participation.

MINUTES

Minutes of the 9 May 2016 board meeting were unanimously approved on a MOTION by B. Sweeney with a SECOND by J. Becker.

FINANCIAL REPORT

On a MOTION by T. Wright with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 31 May 2016 (Manual Disbursements for May \$44,740.53; Cash Disbursements/Accounts Payable for June \$51,271.50; Trust & Agency Disbursements/Salaries for May \$162,700.13; CapProject Fund/Hand-Drawn Checks for May \$23,480.60; Total: \$282,192.76).

BANK ACCOUNT RECONCILIATION REPORT

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

RESOLUTIONS

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the board unanimously voted to adopt Resolution No. 1601, recognizing Tamra Wright's 10 years of service as a trustee.

The board presented T. Wright with a framed copy of the resolution.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by T. Wright with a SECOND by J. Becker, the board unanimously approved the following amended vacancy, pending Civil Service approval:

- Library clerk, permanent, 16.57 hours/week at \$12.48/hour or per contract (changed from originally approved 15 hours/week, due to additional hours needed for weekend rotation)

M/C SALARIES

On a MOTION by T. Wright with a SECOND by H. Narang, the board unanimously approved the management confidential salaries, effective July 1, 2016 through June 30, 2017.

The board needs to approve the management confidential salaries yearly because they are not included in the union contract. M. Redmond said the schedule presented to the board, which included information about all library salaries looked good and very complete. M. Kissinger asked what the potential impact of FSLA changes would be. G. Kirkpatrick said it would be very minimal because most of the employees who would be impacted have greater protections under the union contract.

The salary letters going out to employees clear up who is exempt or not exempt, with some benefits now being expressed in hourly rates.

DIRECTOR'S REPORT

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

- The volunteer watering project has been going very well, with T. McShane and K. Coffey helping to orient and coordinate the volunteers.
- An annual fire inspection was conducted for the school district. Officials have suggested the library may need a building occupancy sign.
- A lot of new museum passes have been added to the collection beyond what the Friends have contributed due to high demand for this service.
- The Peanuts library card has been very popular with children and adults, and the library has reordered more of the theme because it will be unavailable after December.
- G. Kirkpatrick continues to discuss with Nan Lanahan, the town's parks and rec director, to look at ways to expand free WiFi coverage to the public meeting room at Elm Avenue Park. B. Sweeney asked about including the playground and soccer fields in the coverage area. G. Kirkpatrick said the IT department is looking at ways to accomplish this, with possible solar and wind options.
- A large-scale coloring page placed in the library proper was well-received by patrons.
- The library has received some good press recently with coverage of preschool prom. Outreach to schools also continues in full force this month as librarians promote summer reading. The library is also working with Assembly Member Pat Fahy to promote summer reading.
- M. Redmond noted that the library grounds are looking very nice.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted that the most recent meeting was the dinner event. She said the Upper Hudson board recently wrapped up a board effectiveness assessment through Rockefeller, which got her thinking about some kind of retreat for the Bethlehem board. G. Kirkpatrick said the board has done retreats in the past, but members should note that open meetings laws do apply and an agenda must be posted, although there are typically no actions taken. T. Wright said such retreats have been useful in the past.

NEW BUSINESS

M. Redmond asked to have guidelines for discussion times included on the agenda.

Server purchase

G. Kirkpatrick said the library was due to replace its aging servers 2 servers and would like to purchase two units that could help virtualize a lot of smaller servers.

On a MOTION by M. Kissinger and a SECOND by B. Sweeney, the board unanimously agreed to the purchase of two Dell servers at the total cost of \$10,450.20.

Credit card processing agreement

The MOU between NYLA and the library regarding credit card processing has been updated. The system has always been a courtesy to patrons rather than a revenue generator, and the new MOU reflects more sharing of the costs associated with the process. The library has looked at other credit-card processing in the past, but the costs associated with implementation and maintenance are high compared to the amount of money taken in this way.

On a MOTION by T. Wright and a second by H. Narang the board unanimously voted to approve the updated MOU agreement with NYLA regarding credit card processing. (Document included in packet.)

Online Spotlight

G. Kirkpatrick told the board that the library had received a recent complaint from a person who was unhappy that information about a previous arrest could be found via an internet search in The Spotlight newspapers, the digitized versions of which are posted online by the library. This patron was asking to have that information, or links to that information, removed. G. Kirkpatrick said the library's attorney said the information was a matter of public record. The board reiterated that it would not be censoring a public record.

Other new business

None

OLD BUSINESS

Update on HVAC design

G. Kirkpatrick said that the library's engineers have indicated there was little chance the HVAC proposal would be through the SED approval process by the end of the year, the result being that

the library will apply for the state construction grant next year, with the understanding that construction won't begin until after July 2017. M. Redmond said that the engineer provide the library with a realistic timeline for completion to aid the planning process moving forward and avoid any future time crunches. G. Kirkpatrick the engineer is available to come to future meetings to provide any clarification on the process.

Fire/burglar alarm

The engineer is aware of the board's interest in having a fire/burglar alarm system proposal and will have it by the September deadline.

Nominating committee

The board discussed the slate of officers for the coming year, with T. Wright vacating the treasurer's seat when she steps down. The remaining trustees serving as officers all indicated they would be willing to continue in their positions. T. Wright offered to provide guidance during the transition. B. Sweeney said he would be willing to serve as treasurer so that M. Redmond can continue as president through the critical HVAC construction period. The board will vote on the new slate of officers at the July meeting.

Board interaction with library employees

M. Redmond said the board is looking at ways to have some direct contact with library employees, either in small groups or more free form. J. Becker suggested one of the board members acts as coordinator and moderator of the process. The board agreed to continue the discussion and come up with a plan on how to move this idea forward.

Other old business

None

PUBLIC PARTICIPATION

A. Reilly asked about whether the library had considered using eBay to sell more desirable donated books. G. Kirkpatrick and the board talked about how the library deals with donated or discarded books. H. Narang suggested the library go through the book sale shelf already in place and see if any of those books would be more valuable selling online.

On a MOTION by T. Wright with a SECOND by H. Narang, the meeting adjourned at 7:28pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president