

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday March 7 2016

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tracey McShane, Personnel Administrator  
Chris McGinty, Head of Public Services  
Michelle DePace  
Steven Hancox

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

PUBLIC PARTICIPATION  
None

MINUTES

Minutes of the 8 February 2016 board meeting were approved on a MOTION by M. Kissinger with a SECOND by J. Becker

FINANCIAL REPORT

On a MOTION by T. Wright with a SECOND by B. Sweeney, the board unanimously approved the Financial Statement dated 29 February 2016 (Manual Disbursements for February \$36,296.57; Cash Disbursements/Accounts Payable for March \$44,219.47; Trust & Agency Disbursements/Salaries for February \$165,313.13; CapProject Fund/Hand-Drawn Checks for February \$0.00; Total: \$245,829.17).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for February 1-29, 2016.

PERSONNEL REPORT

The board noted the personnel report.

## PERSONNEL ACTION

On a MOTION by J. Becker with a SECOND by T. Wright, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library clerk, permanent, 35 hours/week at \$26,722 or per contract
- Library clerk, permanent, 15 hours/week at \$12.48/hour or per contract

The board reviewed the new job status report provided by T. McShane that combines the two personnel documents and follows a position through the approval and hiring process. The board said the new document provide a lot more clarity and better illustrates internal movement.

## DIRECTOR'S REPORT

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

- The library will have a surplus of de-icing materials next year as there was little call for them this winter.
- Telescopes and slide scanners are ready. The library was fortunate that modifications to the telescopes were done by our maintenance staff.
- Slide scanners will be available for checkout, and one will be set up in the tech room. It is quicker and easier to use that the older model in the tech room.
- The board discussed the "local request" issue but decided that there was no need to put any reciprocal policies in place at this time. They agreed to reassess the situation if the trend begins to have an impact on the library. Local request only APL and RCS moved to local, now possible. Sharing, but don't want to give more.
- Storyteller Joe Bruchac's visit was a huge success, which was a nice boost for the Ann Seegal Memorial Storytelling series. The turnout at the previous two events in the series had been greatly impacted by weather.

M. Redmond reminded the board that they had talked about the lightpost banners proposal for the parking lot, as well as a digital sign along Delaware Avenue. G. Kirkpatrick will discuss the signage with the town.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons attended the Wednesday, Feb.10, meeting. She reported UHLS is doing a nonprofit board assessment survey with Rockefeller College. The annual UHLS award guidelines will remain the same this year with nominations due in April. The meeting will be in Troy.

## NEW BUSINESS

### *Budget letter*

The board reviewed the budget letter draft and chart that will appear in the May/June Footnotes. It was decided that a line would be added to the chart to indicate the amount that is in the fund balance.

M. Redmond then suggested that the board keep only the amount needed in the fund balance to cover the operating expenses from July to October of approximately \$1.2 million and put the rest in the capital line.

On a MOTION by T. Wright with a second by M. Kissinger, the board unanimously approved the transfer of \$541,881 from the fund balance to capital reserve.

*NYS annual report*

The board reviewed the annual report and J. Becker and M. Redmond noted that T. Wright's term dates were not correct. G. Kirkpatrick said he will make that adjustment.

On a MOTION by H. Narang with a second by T. Wright, the board unanimously voted to submit the annual report as amended.

J. Becker was excused at 6:43pm.

*Other new business*

T. Wright asked about the charging lockers and whether there may be demand for more. G. Kirkpatrick said the library is exploring the idea of adding table chargers in the future.

**OLD BUSINESS**

*Update on HVAC design*

The board reviewed the HVAC renovation spreadsheets that provide a summary of the different projects agreed to as part of the overall HVAC update. The document was requested by M. Redmond at the previous meeting. The board was very enthusiastic about the new format and made some minor adjustments to some of the categories.

G. Kirkpatrick outlined the goals to meet as the project moves forward. He noted that after the hazmat design is approved, the project will go to SED for approval, which could take 9-12 months. During that time, the board should hire a construction manager so that the project can be bid out shortly after the SED approval process. G. Kirkpatrick will apply for construction grant funds this year, which have a two-year window.

*Hazmat design/Schumacher proposal*

The board reviewed the proposal for abatement design from the company subcontracted by M/E Engineering – Shumaker Consulting Engineering & Land Surveying. At the February meeting, it was noted that the proposal did not include any actual construction, and they asked G. Kirkpatrick to get some clarification on what those costs include before voting on the proposal. G. Kirkpatrick said the proposal is for the design only, but hazmat construction costs were part of the original estimate from M/E.

On a MOTION by T. Wright with a second by H. Narang, the board unanimously approved the \$17,448.00 abatement design proposal by M/E Engineering (document included in March 7 board packet).

*Fire/burglar alarm*

M. Redmond noted that when the board originally discussed the fire and burglar alarm upgrades, there were plans to include it in the overall HVAC project, but she said it makes little sense to wait for that construction timeline when the capital funds are available to move forward with that

plan and the water meter replacement now. The engineers at M/E also said there would be no cost savings to be gained by bundling those projects with the HVAC update. The board agreed to deal with those projects separately.

*Statistics*

G. Kirkpatrick shared some benchmark statistics he collected to compare Bethlehem Public Library with others of similar size. He noted that we compare favorably on a cost per capita basis. He also noted that we have some of the highest per capita circulation numbers in the country.

*Nominating committee*

M. Redmond reminded fellow board members that there will be a need to be a nominating committee to select officers for the coming year since T. Wright will be leaving when her term expires in June. The slate will need to be ready for July.

*Other old business*

G. Kirkpatrick told the board that the cost of piano tuning had increased from \$95 to \$100 and the meeting room policy was changed to reflect that.

On a MOTION by M. Kissinger with a second by T. Wright, the board unanimously approved the amended Meeting Room Policy.

**PUBLIC PARTICIPATION**

None.

On a MOTION by B. Sweeney with a SECOND by M. Kissinger, the meeting adjourned at 7:34pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Redmond, board president