

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday October 11 2016

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Joyce Becker

GUESTS: Gordon Noble, Manager of Information/Readers Advisory
Tanya Choppy, Accounts Clerk
Catherine Stollar Peters
Andrew Reilly, library patron
Jeremy Johannesen, Executive Director of NYLA

President M. Redmond called the meeting to order at 6:02pm.

PUBLIC PARTICPATION

A. Reilly said he read an article recently that reported people who read at least 3.5 hours per week had a longer average lifespan. He noted that it could an interesting way to market the library.

C. Peters addressed the board not as an employee but as a Ph.D candidate conducting research on personal digital archiving in libraries. She said she is using Albany Public and Bethlehem libraries as case studies and explained her process for gathering data. She said she is looking for participants willing to be interviewed about their public computer use and observed completing a task and asked the board to let her know if they had any recommendations.

MINUTES

M. Redmond noted an error in the attendance portion of the minutes that listed her as both present and excused, when she was absent that day.

Minutes of the 12 September 2016 board meeting were unanimously approved with the above correction on a MOTION by M. Kissinger with a SECOND by P. Rice.

H. Narang asked about the state library funding provision mentioned in the September Director's Report that stipulates the money can only be spent on non-fiction e-materials and what kind of

impact that would have on the collection. G. Kirkpatrick noted that it does create a hole in the collection, but at a recent Upper Hudson directors meeting, they were looking at ways to make up the shortfall.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by P. Rice, the board unanimously approved the Financial Statement dated 30 September 2016 (Manual Disbursements for September \$34,014.94; Cash Disbursements/Accounts Payable for October \$54,651.23; Trust & Agency Disbursements/Salaries for September \$162,931.41; CapProject Fund/Hand-Drawn Checks for September \$11,786.40; Total: \$263,383.98).

The board noted that the financial report reflects the receipt of a significant part of the property tax revenue. T. Choppy said that three payments had been received so far. She also told the board that the library had just wrapped up the annual audit and the report would be available by the November meeting.

BANK ACCOUNT RECONCILIATION REPORT

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

ENGINEERING INVOICES FOR HVAC

The board reviewed two invoices from M/E Engineering for HVAC and fire safety design work totaling \$6,627.70.

M. Redmond said she would like to find a way to streamline the approval process, but OSC requires the board to review and approve those expenses. She said it would be a good idea to make sure that the entities the library contracts with know that there may be a lag from invoice to payment, depending on when the invoice is submitted. T. Choppy said that in her discussions with the library's OSC contact, it was noted that the library never paid a bill outside 45 days, which is a reasonable expectation for those working with a government entity. G. Kirkpatrick said Upper Hudson was bringing in an OSC trainer to discuss these types of issues on Oct. 28, at 9 a.m., and he invited anyone on the board who wished to attend.

On a MOTION by H. Narang with a SECOND by B. Sweeney, the board unanimously approved payment to M/E Engineering for HVAC design work in the amount of \$6,627.70.

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously approved new hires for the following vacancies, pending Civil Service approval:

- Library page, permanent, 13.85 hours/week at \$9/hour

DIRECTOR'S REPORT

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

- G. Kirkpatrick said Dave's Glass is working on replacing the broken panels in the study rooms. The process does take some time, and there has been some patron frustration because those rooms are in such high demand. M. Redmond asked how the glass broke, but there are no conclusive answers. T. Choppy said the bulk of the insurance payment for the project has already come in.
- The Chinese language materials available in the Upper Hudson Library System are quite extensive; a listing created by BPL staffers covers 51 pages.
- Joe Storch, whose family donated the 3Doodlers, would like to make another \$1,000 donation before the end of the year for outward facing public technology. The library is looking at a couple of virtual reality goggles as an option and brainstorming future ideas. The board briefly discussed the idea of solar backpacks and other solar charging devices. The Storch family would like to make a yearly donation with a possible match through the Friends. L. Scoons asked if we could reach out to the schools and see what kind of technology might coordinate with some of their programs.
- G. Kirkpatrick revisited the issue regarding the central library money and said that Upper Hudson is planning to put it toward databases like Mango, Ancestry.com, and a Flipster magazine core collection. UHLS is also planning to make the Boopsie app available to all Upper Hudson libraries, which will be branded to each individual library.
- M. Redmond asked for an update on how much use the phone charger was getting. G. Kirkpatrick noted that bringing it into the library proper made it more visible, and it sees frequent use throughout the day, both for phones and tablets.
- The new water fountain has a cool feature that allows it to fill water bottles easily, with a counter that tallies the number filled.
- The Fire Safety Storytimes were very successful, and the library hopes to do them again next year, with the dates maybe staggered. The library made some great community contacts through the event.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons reported that at the next meeting, the board will discuss construction grants because one of the larger libraries seeking a grant didn't come through with paperwork, meaning not all of the available money will be used this year. G. Kirkpatrick said that the SED approval process means that school district libraries have to be thinking about a year and a half in advance for any project. L. Scoons said that she thought Upper Hudson could take more steps to let libraries know more about the grant process.

OLD BUSINESS

Update on HVAC design

The board reviewed the HVAC design progress and G. Kirkpatrick said the library's engineers have received some communication from SED, meaning that the documents have been seen. M. Redmond said it is time to start thinking about hiring a construction manager to get some construction costs and a timeline. The process will require an RFP, which will be published in the paper of record – The Spotlight. The board will have to decide how much of the planning will be done in the regular meetings or in committee. H. Narang asked if there was a NY-approved list of contractors, which there is not. He then suggested the library ask M/E Engineering if they have any recommendation. G. Kirkpatrick said that community groups who are booking rooms into fall 2017 have been notified that they may be bumped from the room if construction commences at that time.

Fire alarm and security project update

In order to install the new fire alarm system, M/E/ Engineering has informed the library that four holes will need to be drilled in each hallway. The popcorn ceiling in the hallway contains asbestos, which means some type of abatement will have to take place. They can either do a “bag abatement” on each hole or take out the entire ceiling for a full abatement. Each process costs about the same, but the whole ceiling abatement would mean the library will see the additional cost of a new ceiling. The full ceiling abatement also brings with it the potential that the library would have to close for a few days. The board discussed the ramifications of being closed for that length of time and the logistics of providing access to the library if the main hallways were closed. The most significant issue is access to bathrooms. Board members asked if there was a time of year that the library receives the least amount of traffic meaning a closure would have the least impact. G. Kirkpatrick said that, traditionally, the beginning to mid-December is slowest. If the library were to close, the board discussed using “pop-up” libraries or hold pickups in the garage bay. P. Rice said she thought that limited availability might offset some of the inconvenience and wondered if the library might be able to set up some computers in other public buildings in town. B. Sweeney said he wasn’t sure that the costs associated with the full abatement would be worth the hassle of closing for several days and replacing the ceiling, and he wanted to see some more numbers, taking into account a variety of options.

Director evaluation/employee survey

L. Scoons presented the proposed survey questions for the board to review and asked for feedback. She said the questions grew beyond the general employee evaluation idea to reflect a desire for broader feedback about the library. The board agreed to look at the questions over the next couple of weeks and provide feedback via email to discuss at a future date.

Window repair update

See director’s report.

People counter update

Network cables have been run by staffers, being careful to avoid any asbestos situation and the equipment should arrive any day. The counters should be up and running by the end of the month.

Other old business

None

NEW BUSINESS

Bethlehem First Night

Although the library had not originally been considered as a venue for the town’s First Night, one of the participants has withdrawn so organizers are seeing if that is now a possibility. It would likely require the library to be open from 6-10 or 11 p.m. with use of the community and board rooms for performances and programming. M. Kissinger asked what the staffing implications would be. G. Kirkpatrick said that he would expect to offer holiday pay at double time with a minimum of three hours and he would need at least four staffers, including one from maintenance, to provide the

needed coverage. B. Sweeney asked if there would be an interest among staffers if that were offered. G. Noble said he expects there would be some interest. H. Narang asked what the overall cost to the library would be, and it was calculated at around \$2,000. There was some concern that agreeing to be a venue would lock the library into participating year after year. M. Kissinger said he wasn't sure it was worth the unbudgeted expense. B. Sweeney said he wasn't worried about the expense so much as the last-minute timing of the proposal.

M. Kissinger made a MOTION to not use the library as a venue for First Night activities, and P. Rice SECONDED it, but after further discussion, the board decided to table the decision until the Nov. 14 meeting.

Animal Policy

G. Kirkpatrick presented a draft animal policy to the board. He said it was prompted by an increasing number of patrons bringing support animals into the library and staffers' need for direction on how to respond. The board discussed whether or not to include a line about the right to refuse service but decided the provision decreeing that the animal must be under the control of the individual at all times, as well as the patron conduct policy, covered those potential situations. P. Rice said she thought it was unnecessary to include in the policy that patrons can be asked what service the animal performs. She thought it could potentially set up a confrontational situation and that it was enough to just ask if the animal was a service animal. The board agreed to strike that from the policy draft.

On a MOTION by P. Rice with a SECOND by H. Narang, the board unanimously adopted the Animals in the Library Policy as presented in the draft, with the revision noted above.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously voted to amend the language in the Patron Conduct Policy as presented in the draft.

Printing quotes

G. Kirkpatrick told the board that K. Roberts sought some printing quotes to see if there was something that came back under \$20,000, which would be under the threshold needed to go out to bid. Current printers ARM/Scriven Press are at \$3,533 per issue. Lane Press gave the library a quote of \$1,945 per issue, and preferred source vendors Camelot Print & Copy came in at \$3,926 per issue, well above the 15% threshold. The board agreed that the Lane price was the most competitive, and M. Redmond said that the library should continue looking at whether some of the longtime vendors are providing the most competitive prices.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously voted to print future issues of the Footnotes newsletter at Lane Press in Albany, which provided a quoted price of \$1,945 per 8-page issue.

Other new business

G. Kirkpatrick invited trustees to the library's Halloween Parade on Oct. 31. Two parades will be held that day.

PUBLIC PARTICIPATION

A. Reilly asked if the library has ever considered adding a coffee maker. G. Kirkpatrick said it has been something that has been discussed in the past, and people are very much in favor of it, but there is an issue with the lack of space. A. Reilly also asked if there was any way to winterize the hallway so it wasn't so cold. G. Kirkpatrick said this has become more of an issue in recent years as people begin to use the hallway as more of a gathering space. He said the double doors were added during the last renovation to help the issue, but it is unclear what additional measures will help.

On a MOTION by P. Rice with a SECOND by H. Narang, the meeting adjourned at 7:55 pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president