

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY  
Monday September 13, 2021

PRESENT: Mark Kissinger  
Harmeet Narang  
Mary Redmond  
Michelle Walsh  
Charmaine Wijeyesinghe  
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella  
Lisa Scoons

GUESTS: Kate Lambert, CSEA Local 6015 president  
Chris McGinty, assistant director

President M. Kissinger called the meeting to order at 5:27pm.

PUBLIC PARTICPATION

There was no public participation.

MINUTES

Minutes of the 9 August 2021 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond.

FINANCIAL REPORT

*Treasurer's update*

S. Whiting said the library has received almost 95 percent of budgeted state aid. She noted that in the previous year, the bulk of the state aid was received in December. She noted that the interest rates at TD Bank had dropped to 0.1% and with interest rates elsewhere similarly low, there isn't any real opportunity to do much better than TD at this time.

C. Wijeyesinghe asked if the state aid amount is typical for a given year. S. Whiting said it is within the same range as previous years. G. Kirkpatrick said the library tries to estimate each year what will be included in the state budget.

C. Wijeyesinghe asked about a \$1,306.94 check that was sent to the school district. G. Kirkpatrick said that it was the library's portion of an adjustment to a property tax that had gone through the grievance process. He said those expenses were bigger when the town first went through an assessment but have dwindled recently.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 August 2021 (Manual Disbursements \$74,620.93; Cash Disbursements/Accounts Payable \$84,147.48; Trust & Agency Disbursements/Salaries \$187,173.18; CapProject Fund/Hand-Drawn Checks \$0; Total: \$345,941.59).

#### PERSONNEL REPORT

The board reviewed the personnel report. There were no actions requested. G. Kirkpatrick said that the library is waiting to hire a Librarian II until Civil Service has been able to certify the list. M. Kissinger asked if there was any idea how long that process might take. G. Kirkpatrick said he didn't know but that the list exists and it is not a matter of waiting for a test to be given.

C. Wijeyesinghe asked how salaries for the advertised library positions were set. G. Kirkpatrick said that all of the salaries, excluding management confidential, are outlined in the contract.

#### OTHER BUSINESS

G. Kirkpatrick noted there were two off-cycle invoices included in the board packet. One was for tree service and the other was for a five-year service plan with Solutions by Design for Internet firewall and WiFi hardware services.

M. Walsh said she had used the new book return and was very happy with it. G. Kirkpatrick said that it is open 24 hours because it is much bigger than the original and can hold more items. The drop-off slot by the garage is also now open.

G. Kirkpatrick said a chart included in the board packet illustrates how curbside pickup transactions have dropped off in recent month. The library will continue to monitor that number to see if it goes up for the winter. He noted that many people who are using that service seem to be doing so out of convenience. Another chart shows the income from fines since they have been reinstated, as well as replacement costs.

G. Kirkpatrick noted that there was a recent negative interaction with a visitor who did not agree with the library's mask policy.

M. Kissinger thanked the library for putting together the COVID-19 health information.

G. Kirkpatrick said that with increasing COVID-19 infection rates the library was evaluating programming moving forward, and would not be moving events inside in the case of inclement weather. Some programs may be moved virtually or canceled. C. Wijeyesinghe asked if a discussion about vaccine requirements would be on an upcoming agenda. G. Kirkpatrick said that there has been no guidance on the issue, but it is an important discussion to have.

#### ADJOURNMENT

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 5:50pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president