

MINUTES OF THE BOARD OF TRUSTEES EMERGENCY MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)  
Wednesday August 9, 2023

PRESENT: Caroline Brancatella  
Mark Kissinger  
Sarah Patterson  
Charmaine Wijeyesinghe  
  
Geoffrey Kirkpatrick, director

EXCUSED: Lisa Scoons  
Michelle Walsh  
Sharon Whiting, library treasurer

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services

President M. Kissinger called the meeting to order at 5:30pm. He noted that four board members were able to meet as a quorum that night to approve any necessary items because a voting quorum would not be present at Monday's meeting.

#### MINUTES

The drafts were not included in the packet at this time. Approval will take place in September.

#### FINANCIAL REPORT

C. Wijeyesinghe asked about the revenue line for fines. G. Kirkpatrick said the report is dealing with last year's numbers, but there still are fines from LOT, museum passes and other specialty items. G. Kirkpatrick said tax money is not in yet but will start coming in in October. C. Wijeyesinghe said that is the reason for keeping a fund balance substantial enough to cover operations until tax money is received.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 31 July 2023 (Checks disbursed in July 2023 based on pre-approval \$43,008.93; Checks disbursed in July 2023 relating to payroll \$190,601.21; Checks being submitted for approval \$81,748.39; CapProject Fund/Hand-Drawn Checks \$56,726.80; Total: \$372,085.33).

#### PERSONNEL REPORT

G. Kirkpatrick said he was requesting to backfill two positions. C. Wijeyesinghe said the board would continue to discuss personnel at the Monday meeting.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously voted on the following actions:

- Sr. Library Clerk, full-time, permanent, 35 hours/week, \$38,302/annual or per contract
- Library Page, part-time, permanent, 12.8 hours/week, \$14.20/hour or per contract

## NEW BUSINESS

### *Town of Bethlehem MOU for plaza paving*

G. Kirkpatrick presented the board with a shared service agreement with the town for paving services. The MOU has been reviewed by both the library and town attorneys, and the town has already voted to accept the agreement. G. Kirkpatrick said it was the town's idea to use asphalt instead of concrete. He said he was very happy with the price. Library maintenance will be removing the brick. The expectation is that it would be complete by August or early September. C. Wijeyesinghe said it would be helpful to do a public outreach campaign explaining why it was changed for safety.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously passed a resolution entering into an agreement with the Town of Bethlehem for work and supplies related to the replacement of bricks on the walkway with asphalt in the amount of \$14,725.65.

### *Bethlehem School District MOU for PILOT payments and tax refunds*

G. Kirkpatrick presented what is a long-standing agreement between the school district and the library, giving the district the authority to handle the negotiations on the library's behalf. C. Wijeyesinghe asked if it was something that could be put on S. Whiting's annual calendar to review so that it doesn't get forgotten or affected by some change in law. G. Kirkpatrick said that the PILOT money from PSEG would be ending soon, so the actual amounts received in PILOT money will be much smaller in the future.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously passed a resolution entering into an agreement with the Bethlehem Central School District regarding the distribution of PILOT payments and the refund of real property taxes, with the term of the agreement automatically renewing every year unless given a 90-day notice by either the district or the library.

### *Other new business*

There was no other new business at this time.

## ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board adjourned the regular meeting at 5:44pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president