

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday January 11 2016

PRESENT: Mary Redmond
Lisa Scoons
Brian Sweeney
Tamra Wright

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang
Joyce Becker
Mark Kissinger

GUESTS: Tanya Choppy, Accounts Clerk
Gordon Noble, Manager of Information/Readers Advisory
Natalie McDonough, Manager, Programs and Community Outreach
Janice Irwin, BCN-TV studio manager
Paul Hennessey
Jason Hennessey
Stephanie Hennessey

M. Redmond called the meeting to order at 6:04 pm.

PUBLIC PARTICIPATION

The Hennessey family acknowledged to the board Jason's yearlong ban from the library, at which point Jason apologized for the paper towel incident that led to the decision. M. Redmond said she was glad to see that Jason apologized and noted that the board takes those issues very seriously.

MINUTES

Minutes of the 14 December 2015 board meeting were approved on a MOTION by T. Wright with a SECOND by L. Scoons.

FINANCIAL REPORT

On a MOTION by T. Wright with a SECOND by B. Sweeney the board unanimously approved the Financial Statement dated 31 December 2015 (Manual Disbursements for December \$17,654.37; Cash Disbursements/Accounts Payable for January \$55,503.63; Trust & Agency Disbursements/Salaries for December \$280,045.79; CapProject Fund/Hand-Drawn Checks for December \$0.00; Total: \$353,203.79).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for December 1-31, 2015.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

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

G. Kirkpatrick said a full-time clerk vacancy is rare at the library and due to retirement.

DIRECTOR'S REPORT

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

- L. Scoons said she has seen a very positive reaction to the change in fines for DVDs. G. Kirkpatrick noted that a lot of other libraries are watching to see the effects as they contemplate a similar move. Now that there is more room on the shelves, it will give staffers a chance to see what types of new items can be offered.
- G. Kirkpatrick said it was a very busy month in programs.
- G. Kirkpatrick said the New Year's event for kids was huge. N. McDonough said it was shared from the library Facebook site to the area Mom Swap page.

UPPER HUDSON LIBRARY SYSTEM REPORT

There was no meeting in December.

NEW BUSINESS

Board schedule

The board discussed upcoming schedule conflicts related to Monday night commitments of two board members. It was decided that they circulate via email any upcoming schedule conflicts so they could plan ahead to ensure a quorum at each meeting.

T. Wright said that after two terms, she would not be seeking re-election to the board in May. M. Redmond said it would be a good time for the board to start thinking about the upcoming officer slate and how the nominating committee, which was made up of T. Wright and M. Redmond, would look going forward.

Community Foundation disbursement

The board discussed how to use the \$307.83 earnings from the Community Fund. In the past, it has been rolled back into the overall fund or used to cover the library's credit card processing fee. The board discussed various uses and opted to add it to the budget.

On a MOTION by T. Wright with a SECOND by B. Sweeney, the board unanimously approved adding the \$307.83 Community Fund disbursement to the library's budget.

Other new business

None

OLD BUSINESS

Update on HVAC design

M/E has received the hazmat report and will be taking that into account as they move forward with the design.

Payroll/Budget

The board discussed the 2016-17 leap payroll and its implications.

Program survey

K. Roberts went over the results of an in-house survey asking how patrons had become aware of library programs.

Other old business

None.

PUBLIC PARTICIPATION

None.

On a MOTION by T. Wright with a SECOND by L. Scoons, the meeting adjourned at 7:16pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president