



**Board of Trustees Meeting  
August 10, 2020 6:00 pm (Virtual Meeting)**

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

**Agenda**

- Call to order
- Long range plan presentation – P. Mays
- Remaining authorizations – bonding (p. 2)
- Public participation
  - Communications can be directed to the following link prior to and during the meeting: <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>
- Approval of previous meeting minutes (p. 3-9)
- Financial report (p. 10-15)
  - Treasurer's update
- Personnel report (p. 16)
  - Personnel actions
- Director's report (p. 17-29)
- UHLS report
- New business
  - Board committees (p. 30)
  - Fines
  - Emergency authorizations
  - WiFi at Bethlehem Town Hall (p. 31)
  - Other new business
- Old business
  - Long range plan steering committee - update
  - MERV filters for HVAC
  - Reopening phase discussion (p. 32)
    - Phased reopening plan
  - Holidays and closings 2021/Board Meeting dates (p. 33-31)
  - Other old business
- Future business
- Executive session
- Public Participation
- Adjournment
  - Next board meeting: September 14th, 2020 6:00pm (Virtual Meeting)
  - Next Friends of the Library meeting: August 17th, 2020 (Virtual Meeting)

**Board Authorizations 2020-21 DRAFT****Library Attorneys**

Roemer, Wallens, Gold & Mineaux, LLP  
Nolan Heller Kauffman, LLP  
Whiteman Osterman and Hanna, LLP

**Library Insurance Broker**

Amsure Associates  
Marshall and Sterling

**Library Auditors**

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

**Official Bank Depositories for Library Funds**

TD Bank (*Last RFP 2014 – contract started July 2014*)  
M&T Bank  
Key Bank  
NBT Bank  
Pioneer Bank

**Official Newspapers**

*The Spotlight*

**Board Meeting Dates**

Official business – generally the second Monday of the month  
Special meetings – called as needed

**Authorizations**

The Treasurer of the Board is to verify payrolls for the library.

A petty cash fund of \$100 is established.

The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.

The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.

The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.

Wire transfers between authorized financial institutions are allowed.

**Bonding**

The Director, Account Clerk II **and Board Treasurer** are bonded for \$1,000,000.

The Staff Assistant who prepares bank deposits is bonded for \$35,000.

The Messengers are bonded for \$35,000.

MINUTES OF THE BOARD OF TRUSTEES MEETING (VIRTUAL)  
BETHLEHEM PUBLIC LIBRARY **DRAFT**  
July 13, 2020

PRESENT: Mark Kissinger  
Harmeet Narang  
Mary Redmond  
Lisa Scoons  
Michelle Walsh  
Caroline Brancatella  
Charmaine Wijeyesinghe

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk  
Catherine Stollar Peters, assistant director  
Chris McGinty, assistant director  
Tracey McShane, personnel administrator

\*All present via Zoom broadcast live on YouTube and the library website.

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

#### OATHS OF OFFICE

M. Redmond virtually administered the oaths of office to L. Scoons and C. Wijeyesinghe.

#### ETHICS STATEMENTS

Board members were instructed to print out and sign the annual ethics statements to be filed in the public record.

#### BOARD OFFICER ELECTION

M. Walsh presented nominating committee's recommended slate of officers

The following slate of officers was proposed for 2020-21:

- President: M. Kissinger
- Vice President: M. Walsh
- Secretary: C. Brancatella
- UHLS representative: L. Scoons

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously accepted the slate as presented.

## ANNUAL AUTHORIZATIONS

M. Kissinger thanked M. Redmond for her years of service as board president and said he looks forward to filling those footsteps.

The board reviewed the authorizations draft. G. Kirkpatrick noted that there are a lot more banks included than in years past, having been added to the list in the middle of the last fiscal year. M. Redmond asked if the board might want to consider adding an architect or engineer to the list, as the library may have a need for those services in the future and it might simplify the process. L. Scoons noted that the board treasurer was not listed as bonded in the draft. T. Choppy said she believed that was an addition made a few months prior. G. Kirkpatrick said he would confirm the bonding of the treasurer and bring it back to the board in August. M. Kissinger asked G. Kirkpatrick if he could also look into Mary's suggestions.

On a MOTION by M. Redmond with a SECOND by M. Walsh, the board unanimously approved board authorizations for 2020-21 as presented.

## PUBLIC PARTICIPATION

There were no public participation comments submitted at this time.

## MINUTES

Minutes of the 8 June 2020 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by L. Scoons.

## FINANCIAL REPORT

G. Kirkpatrick said the library ended the fiscal year in good shape and under budget, even with the additional expenses incurred because of the nature of the current pandemic. The library was slightly underspent on salaries because some positions have remained unfilled. Although there was an uptick in spending on digital materials during the pandemic, that was mostly offset by a decrease in new physical materials. G. Kirkpatrick said the library will be monitoring whether the demand for digital materials will decrease as more physical items are available or if both items will continue to see high demand and how to balance that spending.

M. Kissinger noted that in the discussion about "getting back to normal," the timing of that is very much up in the air. The board will look at the data from month to month, and the decision about schools reopening is going to have a big impact on what goes on with the library.

The board discussed the library's three main digital collections: Overdrive, Kanopy and Hoopla.

Overdrive is the biggest collection in terms of size, checkouts and spending. It is a shared collection with the Upper Hudson Library System, although the library purchases additional copies of items that, while shared, will go to fulfill Bethlehem holds first. Kanopy is a Bethlehem-only service with some checkout limits. Hoopla was a service purchased by the libraries in the system to help meet a need during library closures. It has a limit on the number of checkouts allowed per month, and the consortium has agreed to fund it through September. Bethlehem patrons are by far the biggest users of this service, and the board will have to decide whether to continue funding it for BPL patrons once the Upper Hudson agreement expires. C. Wijeyesinghe said she appreciated the background information on those service and asked if there would be additional Hoopla usage stats to look at in August when the board would begin discussing how they would like to move forward.

M. Kissinger asked for a short summary of the Storch Technology Fund. G. Kirkpatrick said it is a yearly gift from a local family meant to go toward purchasing public-facing technology. He noted that there hasn't been much spent from the fund over the past year and a half because the biggest recent public technology project was the studio makerspace, which was funded by cable franchise fees.

On a MOTION by C. Wijeyesinghe with a SECOND by H. Narang, the board unanimously approved the Financial Statement dated 30 June 2020.

Following the personnel discussion, M. Redmond said she thought the approval of the financial report usually included specific language about the disbursements.

On a MOTION by M. Redmond and a SECOND by M. Walsh, the board unanimously approved the disbursements summarized on page 13 of the board packet (Manual Disbursements \$63,733.04; Trust & Agency Disbursements/Salaries for June \$181,876.75; Cash Disbursements/Accounts Payable for July \$89,619.82; CapProject Fund/Hand-Drawn Checks for June \$0.00.)

## PERSONNEL REPORT

G. Kirkpatrick said the library was moving forward to fill the board treasurer and technology assistant positions. The board discussed whether they felt it was time to start looking to fill the other open positions.

M. Kissinger asked where there was the greatest need. G. Kirkpatrick said the senior library clerk manages and schedules the pages, which is becoming more necessary as staff returns to working at the library. He added that the full-time librarian position is useful because librarians are the "ultimate switch hitters" at the library and can cover a range of job descriptions. H. Narang said he would be nervous to fill any positions until the state of the economy and the effect it could have on future budgets is better known. M. Walsh asked if staffing levels feel sufficient. G. Kirkpatrick said that moving from three work teams to two has helped, but that still puts some limits on operating hours.

Following the discussion, G. Kirkpatrick said he would continue to move forward with the board treasurer and technology assistant positions, but make no moves on the other open positions at this time.

## DIRECTOR'S REPORT

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

- G. Kirkpatrick said he was very pleased with how curbside pickup is working and that the library is able to do it without requiring appointments. He noted that there are already a number of repeat customers and that feedback has been positive. He said that at a recent Director's Association meeting, most agreed that curbside pickup can be managed safely for as long as needed.
- The process designed for accepting returns is working well. M. Walsh asked if the items being returned are pre-COVID checkouts or things that have been recently checked out. G. Kirkpatrick said that while the library is waiving fines through the beginning of August, there are approximately 11,000 items still checked out from pre-COVID times that are going to start showing a due date, which could have an impact on returns.
- Book bundle requests will be launching soon. It allows people to get some readers advisory help from librarians who will pull together some selections based on information about favorite genres and authors. This could help fill a need for children's books, which tend to be less title focused.
- M. Walsh asked if the library was still accepting quarantine memories submissions. G. Kirkpatrick said that it was ongoing and had gotten some good press recently.
- H. Narang asked if there were plans to make curbside service more manageable if it becomes a longer term service and stretches into the cooler months. G. Kirkpatrick said the library has a tent ordered for the pop-up library, which may be a useful model for future curbside needs. Tents could potentially have multiple uses like the Friends' book sale or outdoor programming.
- Curbside stats show that the numbers seem to be stabilizing, with a rush of customers from 1-2 p.m.
- Circulation numbers are starting to come back, with some interesting trends. Adult fiction numbers are fairly stable because those titles lend themselves well to the digital platforms. Non fiction is a more browsable collection, so it is taking a big hit, along with the children's collection. Book bundles will hopefully address some of that, as well as the pop-up library, which will be located on the plaza.

## UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the services committee met to put criteria together based on legislation that allows up to a 90 percent building grant award. She said the adult and youth awards have been selected but not announced. There may be a Facebook event to reveal the winners.

## NEW BUSINESS

### *CSEA contract memo of agreement*

Instead of full contract negotiations this year, CSEA has agreed to a one-year extension of the existing contract with a COLA of 1 percent for this fiscal year. The goal is to restart negotiations when everyone knows more about what the economy looks like.

On a MOTION by C. Brancatella and a SECOND by L. Scoons, the board unanimously agreed to the extension of the current contract for one year with a salary schedule increase of 1% effective July 1, 2020 as outlined in the Memorandum of Agreement between the library and the bargaining unit.

*M/C salaries 2020-21*

The proposal for M/C salaries are in line with the bargaining unit contract, but must be approved separately.

On a MOTION by M. Redmond and a SECOND by C. Wijeyesinghe, the board unanimously approved the management confidential salaries, effective July 1, 2020 through June 30, 2021.

*OPEB semiannual valuations BPAS proposal*

G. Kirkpatrick presented the contract for actuarial services that account for the value of other post-employment benefits. This is a requirement for the library's annual audit.

On a MOTION by M. Redmond and a SECOND by L. Scoons, the board unanimously approved the contract with BPAS to provide actuarial services for the following two years in the amount of \$6,000 for the full accounting the first year and \$1,500 for an update the following year.

*MERV filters for HVAC*

G. Kirkpatrick said a contract has been signed to purchase MERV 13 filters for the HVAC system. These filters exceed the governor's requirement for shopping malls. Other air filtration systems were looked into, but they were either incompatible with the current system or expensive and difficult to install and would be more of a long-range planning discussion. G. Kirkpatrick said the MERV 13 filters may take some time to arrive. M. Redmond asked if that would be a factor in reopening. G. Kirkpatrick said it is something to take into consideration.

*Reopening phase report and discussion*

G. Kirkpatrick said that the library would be closely following the guidelines for reopening schools, set to be finalized in August. These metrics will be useful in guiding how the library will move forward. The library continues to look at ways to meet the needs of those most affected by the building's closure and has procured three dozen laptops, which will be in circulation soon to address digital disparity in the community. M. Kissinger asked what the board could do to assist in reopening. G. Kirkpatrick said to keep an ear out for community feedback. L. Scoons asked if the pop-up library would be at the farmer's market. G. Kirkpatrick said that it was initially just food vendors allowed, but he would circle back and see if that has changed.

*Holidays and closings*

G. Kirkpatrick presented the draft of 2021 holidays and closings, but told the board that it is just a framework for discussion. M. Kissinger said he would like to include Juneteenth on the draft as a placeholder for further discussion at a future meeting.

*Other new business*

No other new business at this time.

## OLD BUSINESS

### *Long range plan steering committee*

H. Narang said architects Paul Mays and Lisa Hayes would be attending the July 15 committee meeting, and the regular board meeting in August. M. Walsh asked if the evaluation of the Borthwick property has been completed. G. Kirkpatrick said the walkthrough has taken place, but he has not seen the official write-up. He and H. Narang have requested that information before the July 15 meeting.

### *Other old business*

The board agreed to discuss committee memberships at the August meeting. K. Roberts said she would forward a list of the current committees so there is a baseline to review.

## FUTURE BUSINESS

### *Background checks*

C. Wijeyesinghe asked if there was a state mandate to conduct background checks. G. Kirkpatrick said there wasn't, but the board started thinking about it following the hiring of the last board treasurer, which was the first time the library had done a background check.

### *Policy updates/schedule*

No further discussion at this time.

### *Resource sharing*

No further discussion at this time.

### *Fines and fees*

No further discussion at this time.

## PUBLIC PARTICIPATION

There was no public participation at this time.

C. Brancatella said she would not be at the August meeting because that was her baby's due date. C. Wijeyesinghe thanked the board for their welcome and patience as she gets up to speed. M. Kissinger said the library staff has been doing great work and he has heard nothing but positive comments from the community.

## ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned the regular meeting at 7:52pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president



MINUTES OF THE BOARD OF TRUSTEES  
LONG-RANGE PLANNING COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY  
Wednesday, July 15, 2020 **DRAFT**

PRESENT: Mark Kissinger  
Harmeet Narang  
Lisa Scoons  
Michelle Walsh  
Charmaine Wijeyesinghe

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director  
Catherine Stollar Peters, assistant director  
Chris McGinty, assistant director  
Kristen Roberts, public information specialist  
Paul Mays and Lisa Hayes, library architects

\*All present via Zoom broadcast live on YouTube.

LONG RANGE SERVICES PLAN DISCUSSION

The committee discussed topics related to the Long Range Plan.  
No action was taken.

ADJOURNMENT

The board adjourned the regular meeting at 5:55pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 7/31/2020

**CASH BALANCES**

TD Bank - Checking Account	1,855,554.08
TD Bank - Money Market	1,302,137.98
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	-
Key Bank - Checking	2,500.00
<b>TOTAL</b>	<u><u>3,160,192.06</u></u>

**INVESTMENTS**

None

**SUMMARY OF CASH ACTIVITY**

<b>ACCOUNT</b>	<b>6/30/2020</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>TRANSFERS</b>	<b>7/31/2020</b>
TD Bank General Fund	1,862,324.48	3,695.41	(185,106.08)	174,640.27	1,855,554.08
TD Bank Payroll	-	-	(125,359.73)	125,359.73	-
TD Bank Money Market	1,601,847.97	290.01	-	(300,000.00)	1,302,137.98
TD Bank Capital Project Fund	-	-	-	-	-
Key Bank Checking	2,500.00	-	-	-	2,500.00
<b>TOTAL:</b>	<u><u>3,464,172.45</u></u>	<u><u>3,985.42</u></u>	<u><u>(310,465.81)</u></u>	<u><u>-</u></u>	<u><u>3,160,192.06</u></u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 16,050.00 of Storch Fund money

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSES REPORT

## 1 MONTH ENDED 7/31/2020

FISCAL YEAR 2020-2021

REVENUE	ANNUAL BUDGET	YTD ACTUAL 1 MONTH ENDED 7/31/2020	YTD PRIOR 1 MONTH ENDED 7/31/2019	YTD VARIANCE OVER (UNDER)	MONTH OF JUNE 2020
Real Property Taxes	4,065,152	-	-	-	-
PILOT	203,162	-	-	-	-
Fines	30,000	237	2,877	(2,640)	237
Interest on Deposits	10,000	386	2,919	(2,533)	386
Lost Book Payments	-	59	-	59	59
Sale of Books	5,000	-	299	(299)	-
Gifts and Donations, Misc	1,000	260	100	160	260
Photocopier	8,000	-	593	(593)	-
State Aid	24,000	-	22,545	(22,545)	-
Grants	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
<b>Total Revenue</b>	<b>4,346,314</b>	<b>942</b>	<b>29,333</b>	<b>(28,391)</b>	<b>942</b>
<b>EXPENSES</b>					
Salaries	2,333,137	176,820	183,804	(6,984)	176,820
Retirement	279,232	-	-	-	-
Health Insurance	308,660	19,729	5,749	13,980	19,729
Other Benefits	202,885	30,423	32,616	(2,193)	30,423
Subtotal Salaries & Benefits	3,123,914	226,972	222,169	4,803	226,972
Library Materials - Print	277,000	-	-	-	-
Library Materials - Electronic & Audio	268,000	-	21	(21)	-
Subtotal Library Material	545,000	-	21	(21)	-
Operations	552,400	12,658	46,603	(33,945)	12,658
Capital Expenditures	125,000	-	-	-	-
<b>Total Expenses</b>	<b>4,346,314</b>	<b>239,630</b>	<b>268,793</b>	<b>(29,162)</b>	<b>239,630</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JULY 2020 BASED ON PRE-APPROVAL	\$	37,495.04
CHECKS DISBURSED IN JULY 2020 RELATING TO PAYROLL	\$	183,350.95
CHECKS BEING SUBMITTED FOR APPROVAL	\$	127,541.96
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

**BETHLEHEM PUBLIC LIBRARY**

**Check Warrant Report For A - 1: MANUAL DISB (JUL 20) For Dates 7/1/2020 - 7/31/2020**



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38986	07/13/2020	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	210020	7,890.00
38987	07/13/2020	1607	VERIZON BUSINESS FIOS	210000	201.98
38988	07/13/2020	1607	VERIZON BUSINESS FIOS	210000	102.77
38989	07/21/2020	1946	IRS - PAYROLL TAX PMT		50.13
38990	07/22/2020	1424	AFLAC NEW YORK		415.92
38991	07/22/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,403.05
38992	07/22/2020	720	MVP HEALTH PLAN, INC.		4,107.53
38993	07/22/2020	2061	UNITED HEALTHCARE INSURANCE CO		106.33
38994	07/22/2020	2064	UNITED STATES TREASURY		20.32
38998	07/24/2020	1656	TRACEY MCSHANE	210041	219.00
38999	07/27/2020	2087	CITIBANK	210034	1,941.46
39000	07/27/2020	1570	NATIONAL GRID		3,659.03
39001	07/27/2020	1607	VERIZON BUSINESS FIOS	210000	122.77
39002	07/27/2020	1607	VERIZON BUSINESS FIOS	210000	127.77
39003	07/27/2020	1607	VERIZON BUSINESS FIOS	210000	126.98

**Number of Transactions: 15**

**Warrant Total: 37,495.04**

**Vendor Portion: 37,495.04**

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**BETHLEHEM PUBLIC LIBRARY**

**Check Warrant Report For A - 3: TRUST & AGENCY (JUL 20) For Dates 7/1/2020 - 7/31/2020**



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38983	07/15/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
38984	07/15/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38985	07/15/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38995	07/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
38996	07/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38997	07/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100463	07/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		61,626.07
100464	07/15/2020	710	NYS INCOME TAX BUREAU		3,416.64
100465	07/15/2020	1946	IRS - PAYROLL TAX PMT		20,103.37
100466	07/15/2020	2003	NEW YORK STATE DEFERRED		2,396.97
100467	07/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		63,733.66
100468	07/30/2020	710	NYS INCOME TAX BUREAU		3,550.47
100469	07/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,495.74
100470	07/30/2020	1946	IRS - PAYROLL TAX PMT		20,939.14
100471	07/30/2020	2003	NEW YORK STATE DEFERRED		2,679.25

**Number of Transactions: 15**

**Warrant Total: 183,350.95**

**Vendor Portion: 183,350.95**

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 4: CASH DISB (AUG 20) For Dates 8/11/2020 - 8/11/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39004	08/11/2020	611	ALBANY TIMES UNION	210028	1,050.00
39005	08/11/2020	77	BAKER & TAYLOR , INC.	200653	36,405.12
39006	08/11/2020	1337	BUSINESS REVIEW	210047	90.00
39007	08/11/2020	697	CAPITAL REGION BOCES	210009	13,175.00
39008	08/11/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39009	08/11/2020	1220	DEMCO, INC	200631	2,944.95
39010	08/11/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	118.66
39011	08/11/2020	1674	FINDAWAY	200658	5,333.33
39012	08/11/2020	1986	FIRSTLIGHT FIBER	210005	181.07
39013	08/11/2020	2350	KIMBERLY KAUFFMAN	210056	50.00
39014	08/11/2020	1155	LAKESHORE LEARNING MATERIALS	200649	417.95
39015	08/11/2020	2261	LIBRARY IDEAS, LLC	210052	441.45
39016	08/11/2020	1024	MIDWEST TAPE LLC	200662	24,941.22
39017	08/11/2020	404	NEW YORK LIBRARY ASSOC	210050	25.00
39018	08/11/2020	2149	NEWEGG BUSINESS INC.	200643	4,309.19
39019	08/11/2020	2088	NYSID	200507	1,175.48
39020	08/11/2020	2094	ORIENTAL TRADING COMPANY, INC.	200626	1,072.27
39021	08/11/2020	1823	OVER DRIVE INC.	210042	16,579.57
39022	08/11/2020	450	PHILLIPS HARDWARE INC	210007	39.96
39023	08/11/2020	984	RESERVE ACCOUNT	210039	1,000.00
39024	08/11/2020	505	ROEMER WALLENS GOLD & MINEAUX	210040	575.00
39025	08/11/2020	1951	S & S WORLDWIDE INC.	200614	664.05
39026	08/11/2020	2038	STAPLES BUSINESS ADVANTAGE	200635	926.75
39027	08/11/2020	2344	ULINE, INC.	210019	473.96
39028	08/11/2020	632	UPPER HUDSON LIBRARY SYSTEM	210033	13,791.19
39029	08/11/2020	1968	VERIZON WIRELESS	200002	146.53
39030	08/11/2020	1434	DELL MARKETING L.P.	210031	884.45
39031	08/11/2020	1968	VERIZON WIRELESS	210001	141.23
39032	08/11/2020	1018	ALBANY INSTITUTE HISTORY & ART	210055	200.00
39033	08/11/2020	2126	BERKSHIRE MUSEUM	210054	100.00
39034	08/11/2020	2118	FASNY MUSEUM OF FIREFIGHTING	210053	50.00

Number of Transactions: 31

**Warrant Total: 127,541.96**

**Vendor Portion: 127,541.96**

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

August 10, 2020 - Board of Trustee Meeting											
Job Status Report											16
Title	Dept.	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill</b>											
Technology Assistant FT*		35 hrs/wk		\$33,307 annual or per contract	A. Khlyapov	1/30/2020	2/10/2020				
<b>Or fill as</b>											
Library Clerk FT	IT	35 hrs/wk		\$28,995 annual or per contract	N/A		2/10/2020				
Library Clerk PT	Circulation	16.57 hrs/wk		\$13.75/hour or per contract	B. Tiernan	2/14/2020	2/10/2020				
Librarian 1 FT**	Public Services	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$52,845 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
			16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020					
Sr. Library Clerk FT	Collection Maintenance	35 hrs/wk		\$34,714 annual or per contract	M. Frone	4/29/2020	3/9/2020				
District Library Treasurer		up to 12 hours/wk		\$50/hour	R. Khalife	5/7/2020	5/11/2020				
<b>Action Requested</b>											
District Library Treasurer				<b>Request change in hourly rate to \$50/hour</b>							
Library Page PT	Collection Maintenance	11.67 hrs/wk		\$11.80/hour	L. Brusica	8/16/2020					
<b>Positions Held</b>											
None											



## Director's Report August 2020

### Building and Grounds

New automatic faucets are being installed in the public restrooms. They are touchless reducing the number of surfaces that require special attention.

In order to accommodate the suggested 96-hour quarantine, another shed has been added to the shed farm in the parking lot. The quarantine period has added complications to the circulation process. Overdue notices are once again being delivered, but in many cases the items in question are in the sheds waiting to be checked in. The waiver of fines reduces patron stress but it continues to be a source of confusion. I have been telling patrons that there will be plenty of notice before we begin assessing fines.

### Programs and Outreach

#### Programs

Virtual programming continues. The librarians are focusing more on providing live programs, but the YouTube channel continues to display new content regularly. The weekly newsletter seems to be helping the community find our events. Just a reminder that for many events, the statistic tracks how many participants have logged on, not how many people may have attended. It's not possible to know how many people are watching from home together the way you can count participants in person.

Take and Make crafts (co-sponsored by the Friends) have slowly been rolled out. Around the Fourth of July staff put holiday themed hats in the curbside pick-up bags for families. During the Pop-Up Library, patrons can take home different crafts. About 100 picture frames were taken in the first two weeks and 60 whales in the third week.

Summer Reading is going well in its new online incarnation. While registration is not where we would usually be, the participation is better than expected. The people who are registered seem to be actively participating. Over 200 books for kids and teens have been claimed for curbside pick-up. Over 100 electronic raffle tickets for adults have been redeemed. Summer Reading promotion is ongoing and more participants register every week.

A recent Sip and Learn program featured a speaker from the Albany Visitor's Center and was big hit with the participants and drew in a "crowd" virtually speaking. The video is available on YouTube and shares some great local stories and legends.

[https://www.youtube.com/watch?v=M\\_Id1sx790E](https://www.youtube.com/watch?v=M_Id1sx790E)

The Anti-Racism Book Discussion had its inaugural meetings. Kate chose a great book to launch the series by giving participants a foundation for how to discuss racism. Both sessions had a good turnout, and participants were very enthusiastic to continue the discussion with the next book. They are using our Goodreads group to help choose the next book.

The librarians continue to work on storytime resources and programming to help families build early literacy skills at home.

## Outreach

The Storywalk at the Elm Avenue Park is up and the response has been great. Town Parks and Recreation provided the space, Kevin and Cathy did the install, and Kate and Mary provided content. This project is underwritten by a UHLS grant and is really exciting. Attendance is being tracked, and within the first week around 30 people walked the story. We hope to have a second storywalk up at the Pine Hollow Arboretum in the near future. Details are still being worked out.

Mary is collaborating with the high school librarians to get their book discussion going for the fall in a new virtual format.

Mary and Cathy are collaborating with Town Senior Services to offer a virtual Coffee and Conversation series for the fall.

Anne promoted our newer services (Book Bundles and Pop-Up Library) to the Elsmere librarian.

## Public Services

Book Bundles have been extremely popular with the community. For this service, librarians select items for patrons based on their submitted reading preferences. The patron is contacted when the bundle is complete, and it is then available through the curbside pickup process or at the Pop-Up Library. The bundles are focused on four different age groups: adults, teens, children and storytime. Storytime bundles focus on read-to-me children through 6 years old. During the 11 days that the service was offered in July, the staff filled 172 bundles, including more than 1,720 items. Adult book bundles were by far the largest single group. A few comments from the community are included below.

- Yesterday I picked up a bundle for my 12yo and we love it. 7 books are keepers and he already read one last night. Now my 9yo wants a bundle too! (Facebook comment)
- I am SO excited. These look like FANTASTIC books. What a great service!!!!!! Will I do anything except read in the weeks coming up? Oh yeah, I have to work, too...and take care of my garden, and train my new rescue dog...but these books!!!
- Just saw the titles in the list and they look GREAT!! Thank you for this. I got my daughter a CD player for her birthday this Saturday 😊
- Call received by circulation from a patron saying they love the selections in their book bundle.

Book Bundle levels	Filled requests	Items checked out
Storytime	17	170
Children	44	440
Teen	25	250
Adult	86	860

The Pop-Up Library continues to be appreciated by the community with 544 people visiting over 7 days in July. We had our highest attendance on a Friday with more than 196 people attending, over 100 in just the first hour. During the Pop-Up time we offered 102 children's Make and

Take craft kits and herb seeds from the Seed Library. Many patrons are excited to learn that if they don't see what they like outside, we can run inside and pick out a stack of items, items on hold, or Book Bundles. This is much faster for everyone than having people attending the Pop-Up Library then get in line for curbside pickup. For the rest of August, we will be offering the Pop-Up Library on Wednesdays, Thursdays and Fridays from 2-6 p.m. Some comments are included below.

- Thank you for the books, the seeds, and 10 minutes of normalcy.
- Shopping for books outside is lovely.
- I'm so glad you're open!
- You're doing a great job! (multiple patrons)
- My Daughters and I loved being at the pop-up library this afternoon – found some great books (and DVDs!) and enjoyed catching up with some of our favorite librarians and bumping into friends too. Thanks so much again for all of your effort – much appreciated. (Facebook comment)
- This was great!!! So glad I got some New material....very safe and well planned out. (Facebook comment)
- Looks fab! Thanks ever so much for making it possible to browse the bookshelves! One of my fave things to do at the library. (Facebook comment)
- Such a great idea! I have not been able to come and get books for kids and this will allow me to do that. (Facebook comment)
- Great idea! Can't wait to pick up some new children's books! (Facebook comment)

Christine continues to continuously review the materials budget. Included in this year's costs are significant increases in the e-content lines, particularly for OverDrive and Hoopla. We will be balancing these increased costs with decreases in other areas of the physical collection.

## **Circulation and Technical Services**

### **Circulation**

For the month of July, total circulation was more than 55% of the circulation from July 2019. Considering the amount of work each of those checkout represents, I find that number amazing. I am proud of how hard the staff has worked to successfully provide the core services of the library at a time when in-person service is limited.

In order to meet the in-person need for computer access, we added 31 Chromebooks that will circulate for 28 days to Bethlehem school district residents. These items will allow for two renewals if no one is waiting for them. Four of the devices are being repaired or replaced by the vendor. The availability of Chromebooks has been severely limited, a special thanks to the procurement staff for working so diligently to find some for the library. These devices have been featured in our weekly e-blast and other marketing materials.

As mentioned above, fines are being waived as items are returned. Circulation staff are also regularly running a report of fines assessed and waiving them. They are mostly being created as a product of the online renewal process, not to worry, we are monitoring and removing those fines as well.

Many of the Circulation team have been involved in the transcription of the virtual board meetings, as required by Executive Order. I appreciate the diligent work of those team members for a largely unsung task.

### **Technical Services**

With a lot of cross-departmental help, the Tech Services staff received over 2,700 physical items into the collections last month. That's a lot! Our new items have been popular for filling holds through curbside and the Pop-Up Library.

A cross-departmental team from Technical Services and Public Services have worked to upload the Quarantine Memories Project for archival preservation. We have had a total of 81 contributions, including narratives (19), poetry (11), photos (11), paintings and digital images (5), music and audio (4).

### **Collection Maintenance**

The team continues the never ending tasks of shelving returned materials and performing the special handling required by Library of Things items. Most of the LOT items are available for request and continue to be very popular.

### **Administration Team**

Jennifer and Cathy have been busy preparing our calendar data for migration to the new system. There will be a training for involved staff on August 18. The training will be recorded and made available for all staff, including those not directly involved in the calendaring system. A general overview for all staff will be scheduled closer to the go-live date.

### **HVAC Executive Summary**

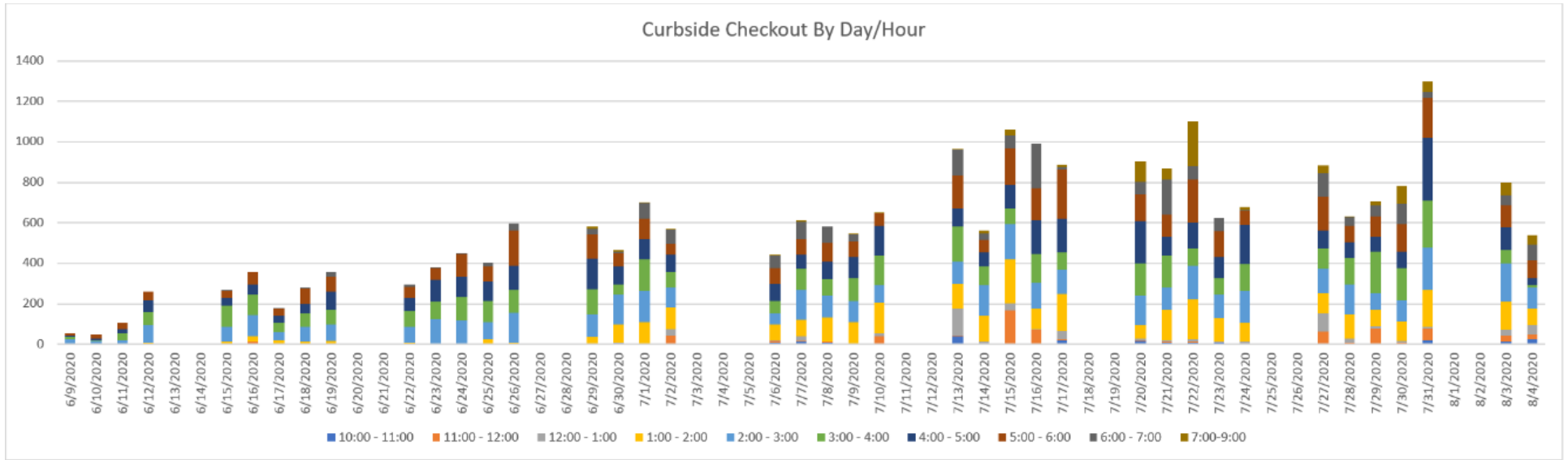
MERV filters have not yet been installed, though the original estimate was mid-August. We have not yet received the final 10% of the NYS Library Construction Grant; all paperwork has been submitted properly.

### **Meetings and Miscellany**

Cathy and Tracey have been appointed to the UHLS Anti-Racism Task Force. Many staff members attended the initial task force forum for library staff. The group from UHLS will help us identify and put into practice strategies that promote full equity of service, focusing on anti-racism.

Frank was selected to serve as a member of the Capital District Library Council's Committee on Resource Sharing for a three-year term.

Geoffrey Kirkpatrick, Library Director



Think of this as growing popularity of circulation. Book bundles throw off some checkouts as we checkout at time of book bundle creation and not patron pickup.

Libraries	New Patrons	Checkouts	\$ Billed	\$ Spent
ALTM	49	132	\$386.67	\$228.41
APL	884	3,552	\$8,312.89	\$6,246.20
BERN	30	143	\$471.64	\$200.01
BETH	1,378	4,489	\$9,328.34	\$7,702.88
BRLN	11	42	\$118.29	\$50.47
BRUN	65	245	\$911.45	\$391.59
CAST	43	86	\$318.41	\$147.65
COHS	41	125	\$654.74	\$252.12
COLN	778	2,883	\$7,705.86	\$4,765.16
EGRN	265	1,955	\$4,077.29	\$3,172.51
GRAF	13	51	\$172.45	\$87.80
GUIL	790	3,245	\$7,222.55	\$5,304.82
HOOF	42	159	\$413.68	\$287.77
MEND	8	17	\$140.28	\$31.02
NASS	39	76	\$408.57	\$142.61
NGRN	70	206	\$839.39	\$390.41
POES	32	68	\$258.09	\$113.31
PTRB	15	31	\$100.21	\$58.45
RCSC	124	498	\$1,400.31	\$834.07
RENS	25	79	\$281.57	\$127.45
RVLL	23	49	\$179.09	\$73.12
SCHG	13	56	\$152.41	\$79.76
SNLK	73	248	\$904.77	\$429.26
STEP	27	90	\$275.66	\$150.56
TROY	193	827	\$2,483.79	\$1,506.63
UHLS	64	162	\$6,418.60	\$306.14
VAFL	28	115	\$251.30	\$205.35
VOOR	238	802	\$1,829.26	\$1,347.87
WSTR	39	161	\$350.44	\$261.43
WTVT	32	91	\$312.98	\$157.39

Total Spent

**\$35,052.22**

% of Total \$57,000 Spent

**61.50%**

Inception Date	4/10/2020
Todays Date	8/7/2020
Days Active	119
Budget	\$57,000.00
Budget / day (182 days)	\$313.19
Spent / day	\$294.56
% of Daily Budget	<b>94.05%</b>
Estimated Date out of Budget	<b>10/20/2020</b>

Last updated 8/7/20

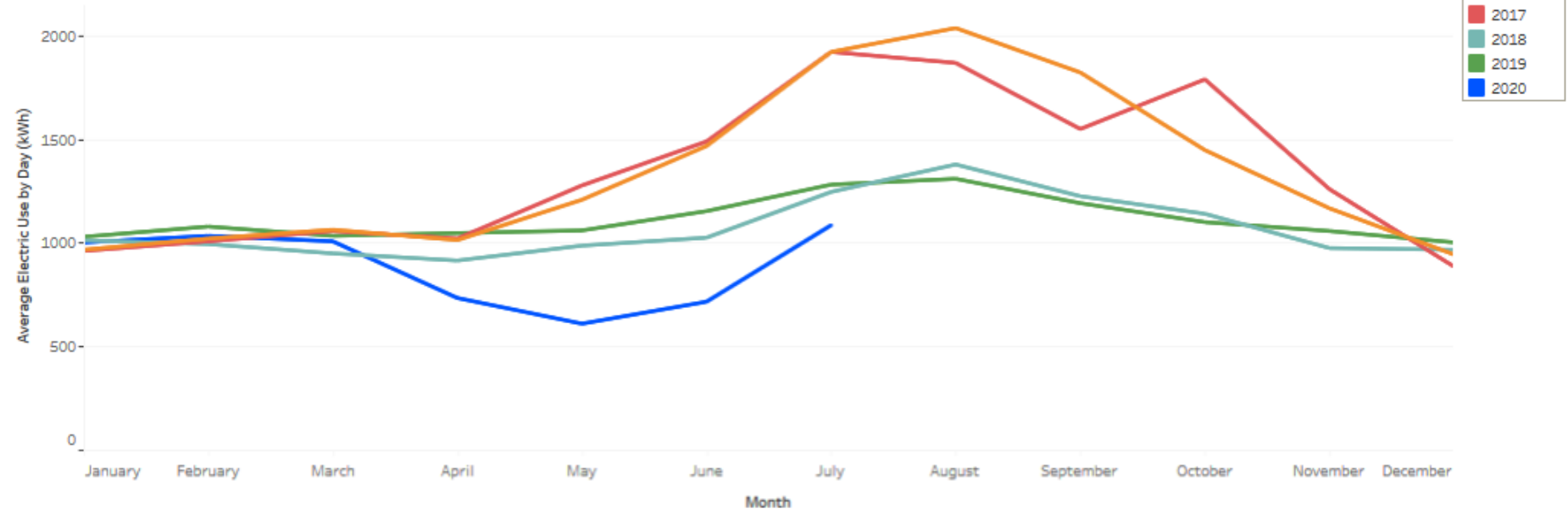
Libraries	Audiobooks	Comics	Ebooks	Movies	Music	Television	Total
ALTM	57	10	32	11	0	22	132
APL	820	265	960	844	185	478	3,552
BERN	56	4	33	18	7	25	143
BETH	1,209	463	1,594	613	263	347	4,489
BRLN	20	4	15	1	0	2	42
BRUN	52	71	76	37	5	4	245
CAST	22	5	34	13	0	12	86
COHS	61	17	30	5	9	3	125
COLN	580	210	1,179	415	168	331	2,883
EGRN	433	263	712	311	102	134	1,955
GRAF	14	0	21	1	12	3	51
GUIL	973	212	1,084	453	191	332	3,245
HOOF	42	1	51	32	3	30	159
MEND	4	1	4	6	2	0	17
NASS	7	8	17	15	4	25	76
NGRN	67	0	64	27	5	43	206
POES	21	1	35	8	3	0	68
PTRB	15	0	6	1	4	5	31
RCSC	117	28	228	61	20	44	498
RENS	17	10	25	15	1	11	79
RVLL	19	4	9	9	2	6	49
SCHG	26	1	26	1	0	2	56
SNLK	58	9	77	47	11	46	248
STEP	9	19	37	4	2	19	90
TROY	236	32	244	166	20	129	827
UHLS	57	1	51	49	3	1	162
VAFL	21	2	62	14	10	6	115
VOOR	240	68	292	106	30	66	802
WSTR	20	3	58	37	9	34	161
WTVT	23	2	31	10	2	23	91
Total	5,296	1,714	7,087	3,330	1,073	2,183	20,683

Last updated 8/7/20

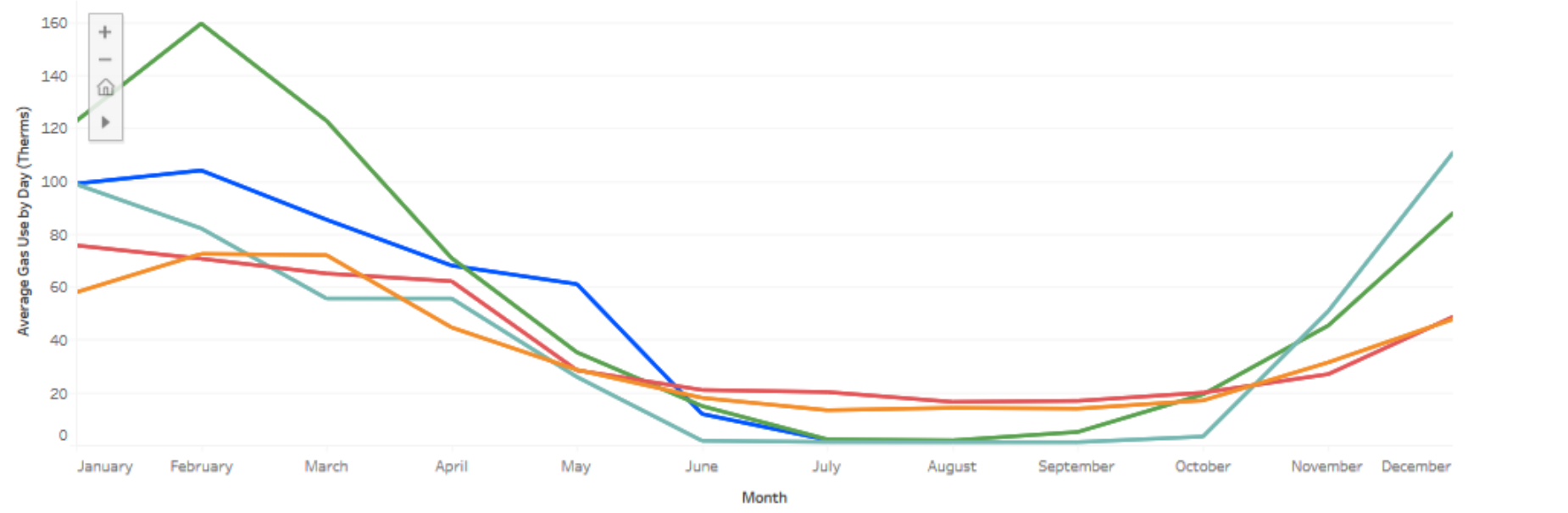
Library Collection				2019-20	Current Total
Adult fiction				26,385	26,983
Adult non-fiction				30,185	30,313
Adult audio				7,078	7,188
Adult video				8,470	8,786
Young adult fiction				5,532	5,823
Young adult nonfiction				544	585
Young adult audiobooks				383	400
Children's fiction				27,219	27,546
Children's non-fiction				15,431	15,577
Children's audiobooks				1,693	1,815
Children's video				1,968	2,053
OverDrive - UHLS Shared				83,237	84,337
e-magazines				133	107
Electronic (games, ereaders)				567	603
Total				208,825	212,116
Library Programs	Jul-20	Jul-19	% change	2019-20	F-Y-T-D
Programs	12	72	-83.3%	681	12
Program attendance	145	3,282	-95.6%	17,496	145
Outreach Programs	0	11	-100.0%	167	0
Outreach Attendance	0	801	-100.0%	6,519	0
Circulation	Jul-20	Jul-19	% change	2019-20	F-Y-T-D
Adult fiction	10,411	14,825	-29.8%	129,442	10,411
Adult non-fiction	4,856	8,989	-46.0%	76,015	4,856
Adult audio	3,109	4,276	-27.3%	41,368	3,109
Adult video	3,813	8,848	-56.9%	82,500	3,813
Adult magazines	1,290	1,848	-30.2%	20,008	1,290
Young adult fiction	1,680	2,118	-20.7%	15,733	1,680
Young adult nonfiction	85	147	-42.2%	1,125	85
Young adult audiobooks	133	126	5.5%	1,372	133
Young adult magazines	0	10	-100.0%	42	0
Children's fiction	6,844	13,752	-50.2%	103,223	6,844
Children's non-fiction	1,255	3,576	-64.9%	26,793	1,255
Children's audiobooks	372	729	-49.0%	5,909	372
Children's video	301	1,090	-72.4%	8,592	301
Children's magazines	3	49	-93.9%	156	3
Electronic (games, ereaders)	158	700	-77.4%	5,897	158
Total	34,310	61,082	-43.8%	515,775	34,310
Interlibrary Loan	Jul-20	Jul-19	% change	2019-20	F-Y-T-D
Borrowed from others	8,247	8,039	2.6%	63,224	8,247
Loaned to others	4,953	5,583	-11.3%	47,571	4,953
Miscellaneous	Jul-20	Jul-19	% change	2019-20	F-Y-T-D
Visits to our home page	54,323	86,761	-37.4%	768,694	54,323
Public use of meeting rooms	0	21	-100.0%	408	0
Public meeting attendance	0	261	-100.0%	4,784	0
Staff use & library programs	0	91	-100.0%	847	0
Study room sessions	0	430	-100.0%	3,498	0
Tech room/ Studio use	0	29	-100.0%	289	0
Door count	0	28,662	-100.0%	216,914	0
Registered BPL borrowers	48	124	-61.3%	894	48
Computer signups	0	3,998	-100.0%	28,904	0
Museum Pass use	8	269	-97.0%	1,385	8
E-book use	11,199	7,255	54.4%	91,900	11,199
E-magazine use	1,261	1,078	17.0%	14,069	1,261
Equipment	45	500	-91.0%	3,612	45
Wireless Use	5,196	12,135	-57.2%	112,679	5,196



Recent Electric Usage by Month (2016-2020)



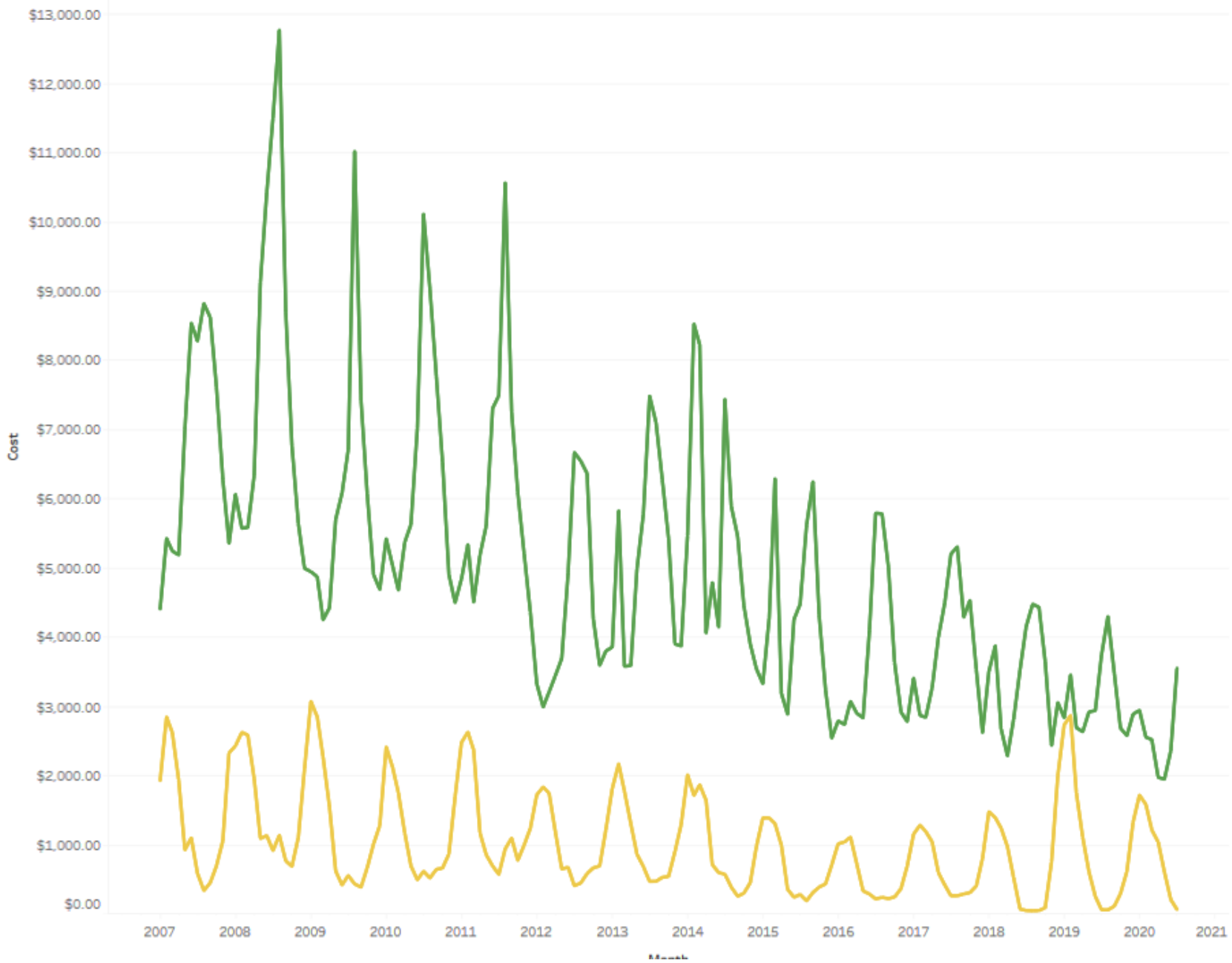
Recent Gas Usage by Month (2016-2020)



# Total Cost Gas and Electric 2007-2020

Date 1/15/2007 **26** 7/14/2020

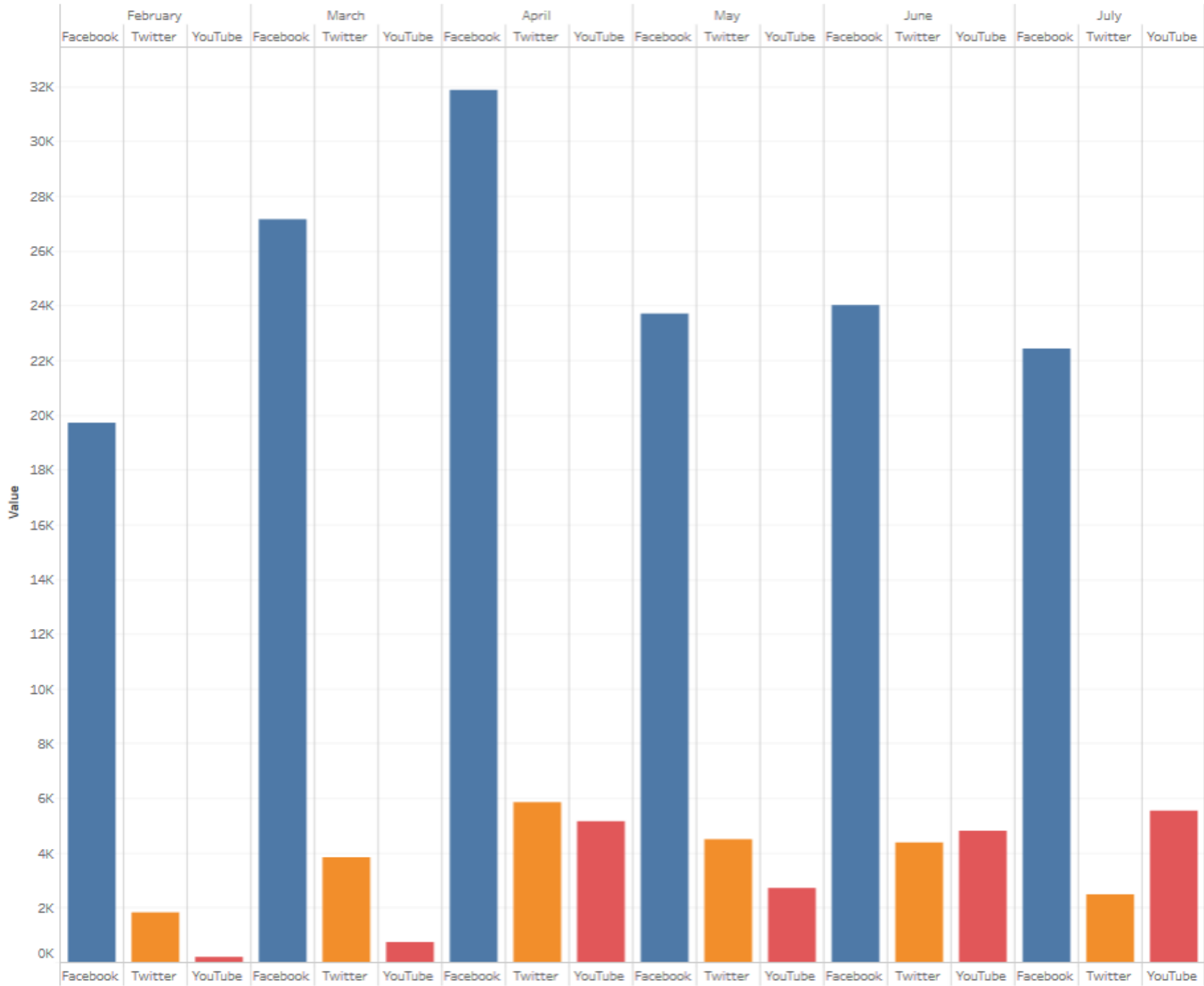
Measure Names  
Elec Cost  
Gas Cost



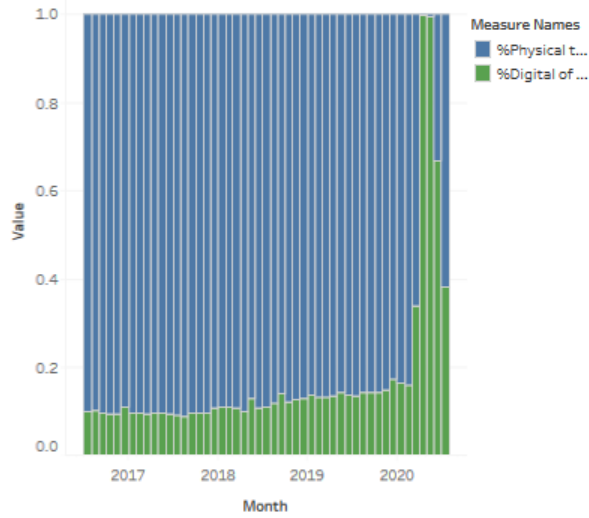
# EContent Usage



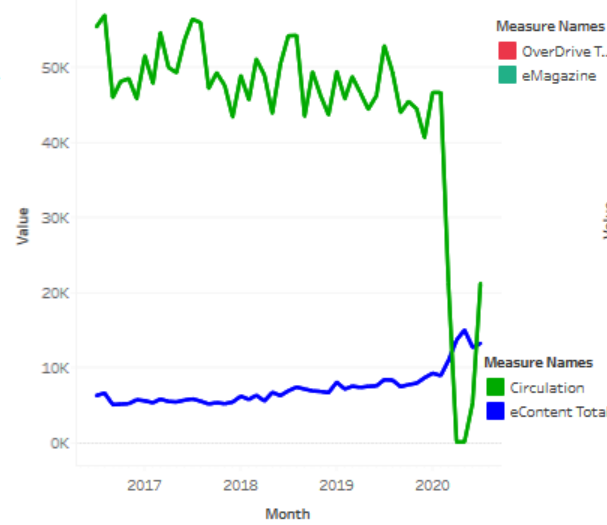
# Social Media Platforms



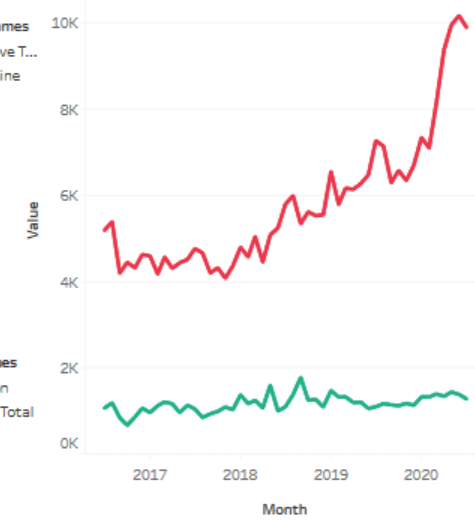
Circulation % Digital



Physical v. Digital Circulation

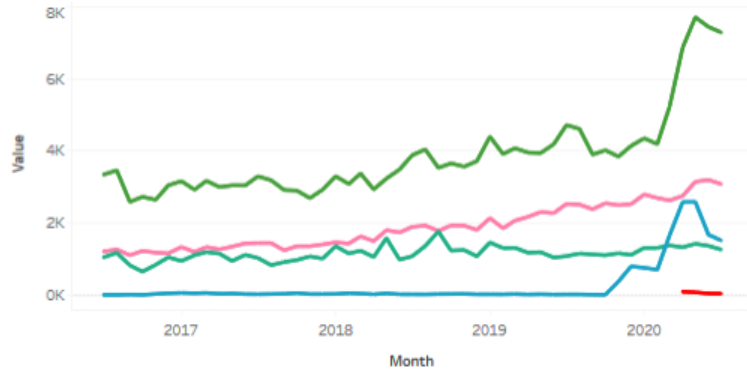


OverDrive and eMagazines

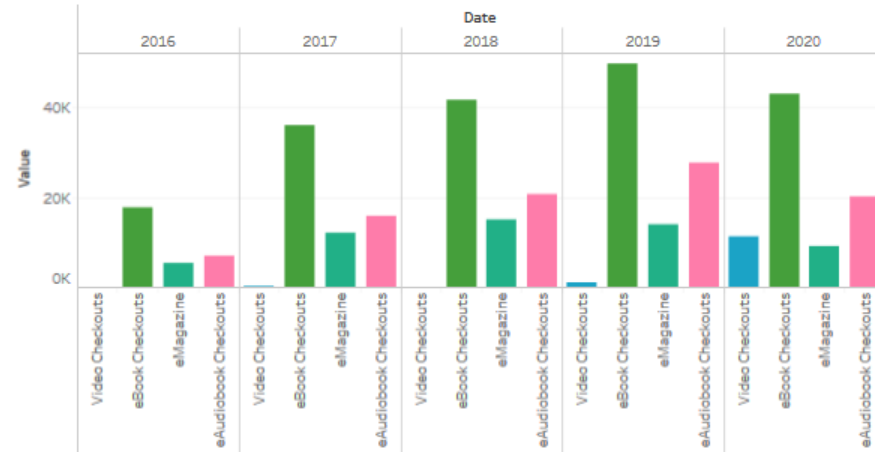


Measure Names  
Video Checkouts eBook Checkouts eMagazine eAudiobook Ch... Music

Digital Content Circulation by Format



Digital Content Circulation by Format



For 2020-21

Standing Committees in the bylaws:

Building Committee – Harmeet, Charmaine

Finance Committee – Mary, Mark

Personnel Committee – Charmaine

Nominating – as needed

Committees authorized each year:

Policy Committee – Caroline, Mark, Charmaine

Long Range Plan Committee – Harmeet, Mark, Lisa, Michelle

Collections Committee – Mark, Harmeet

To authorize at need:

Negotiation Committee – Lisa, Caroline



# Adirondack Cabling, Inc.

10 Petra Lane  
 Albany, NY 12205  
 (518) 452-0124  
 (518) 452-0126 Fax

Proposal No. \_\_\_\_\_  
 Date: 7/31/2020  
 Sales Rep: Rod Bower  
 Proposal Expires: 9/29/2020

## P R O P O S A L

<b>Company</b>	Bethlehem Public Library	<b>Contact</b>	John Love
<b>Address</b>	451 Delaware Ave	<b>Phone</b>	518-439-9314
<b>City</b>	Delmar State/Zip NY 12054	<b>Cell email</b>	

Unit	Description	Unit Price	Total
	Install 2 cat 6 data lines for wireless access point coverage of playground next to Town Hall.		\$ -
	Data runs will connect to switch in crawl space of attic and go to the first wireless antenna on the brick column and then to the other location across the roof area overlooking playground.		\$ -
	Outdoor rated cat 6 will be installed in 3/4 inch conduit and conduit fastened to brick areas of roof only. NO ROOF PENETRATIONS will be done. The one lower area before the final cat 6 termination of the WAP unit will be just laid on the roofing channel because the waterproof membrane goes up the wall to an aluminum top cap that we were told not to penetrate.		\$ -
	cable runs will be grounded with lightning protectors.		\$ -
	Areas where 3/4 inch conduit is allowed to be fastened to building brick will have 2 hole straps to secure them in place. Waterproof pull boxes and compression fittings will be used.		\$ -
	The cable run will be installed in the cylindrical attic vent 40 inches above roof grade so as to keep water from getting into penetration of vertical stack because of snow melt.		\$ -
	Town will be supplying switch in attic for 2 data runs to be terminated to.		\$ -
	Town will be supplying the wap units and installing them after cable and conduit is installed.		\$ -
	Adirondack will terminated cat 6 runs at outside wap install points with RJ45 connections and leave 7 ft service loops for the town to install and align their wap units.		\$ -
	<b>All work to be done during dayshift hours, M-F, 8 am to 4:30 pm.</b>		\$ -
	1) Adirondack Cabling will furnish all materials, labor and fastening hardware for this installation.		\$ -
	2) Cables will be tested after installation.		\$ -
	3) One year warranty on work and materials.		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total:</b>			<b>\$ 5,925.00</b>

<b>Installation Location</b>	<b>Total:</b> \$ <b>5,925.00</b>
Company: Bethlehem Public Library Location: _____ Contact Name: John Love Address: 451 Delaware Ave City: Delmar State/Zip: NY 12054 Phone: 518-439-9314 Cell: 0	(Add applicable Sales Tax)

### APPROVAL (Signatures are required prior to start of project)

Customer \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_  
 Customer P.O No. \_\_\_\_\_  
 Adirondack Cabling, Inc. \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

**Payment:**  
 Adirondack Cabling Inc. will invoice Customer 30% upon signed contract, 40% upon 50% completion, and 30% upon 100% completion. Payment terms are net 30 days from invoice date.

**General Provisions:**  
 This Proposal is subject to the terms and conditions of the Adirondack Cabling Inc./Adirondack Security General Terms and Conditions located at <http://adirondacksecurity.com/ADK-General-Terms.pdf> and as amended from time to time, which are hereby incorporated by reference and made part of this Proposal.

### DRAFT: Next Phase Reopening Plan Discussion topics

Since beginning curbside service at the library, the staff have been separated into two teams with a firewall between those teams. This was done to increase redundancy in case one team was forced to quarantine because of COVID-19. This 50% staffing severely limits the capacity to expand in-person services at the library.

So far, we have been able to increase the effective staffing levels by utilizing some staff members from “off-team” to work outside duties at the library, including traffic direction, maintenance functions and staffing the Pop-Up Library. **Opening the library to browsing and/or computer use without additional staff is not possible under this scheme without reducing the amount of time dedicated to curbside and Pop-Up services.**

1. A foundational question for the board to consider is whether the current two-team system provides sufficient benefit and protection for the organization that it should be continued for the foreseeable future absent a successful vaccine. If that firewall between teams is not considered vital, then the following is my proposal for the next phase of our reopening:
  - Most part-time staff would work their regular weekly schedules for their regular hours. This would include Saturdays where the staff can catch up from the week and allow for the potential expansion of weekend hours going into the Fall.
  - Maintenance staff workers, both part-time and full-time, would report for their regular schedules. The maintenance staff has been stretched particularly thin in the current scheme.
  - A maximum staffing level of 25 staff people in the building at any time would be established. Supervisors would rotate work-from-home duties among the full-time staff, not exceeding the staffing level established. This would allow for greater social distancing, accommodate sick time, vacation and other benefit leave time without threatening to decrease capacity below sustainable levels. Decisions about work-from-home duties would be based on ability to complete essential tasks remotely, the functions needed in the library on any given shift, and the ability to provide appropriate workplace protections (masks, social distancing for workstations).
2. The second foundational question is whether the priority for in-person service restoration should focus on computer access or allowing individuals to browse the collections. Access to the collection is currently being (imperfectly) replicated via curbside pickup, the Pop-Up Library, and Book Bundles. Computer access is even less perfectly replicated, and certainly some individuals have no computer access even though the library provides WiFi out in the community.
3. If the staffing firewall between the two teams is desirable for the organization to continue, we could consider providing curbside, Book Bundles and Pop-Up Library access on a Monday-Wednesday-Friday rotation, and in-person browsing and/or computer access on Tuesday-Thursday rotation.

From these foundational questions we can easily fill in the details about how we proceed with reopening. As has been the plan, should COVID-19 infection rates increase significantly, the two-team scheme would be implemented, and we would return to a curbside only service plan.



# HOLIDAYS AND OTHER CLOSINGS **DRAFT**

## 2020

Wednesday, January 1	New Year's Day	Closed
Monday, January 20	MLK, Jr. Day	Open 9-9
Monday, February 17	Presidents' Day	Open 9-9
Sunday, April 12	Easter Sunday	Closed
Saturday, May 23		Closed
Sunday, May 24		Closed
Monday, May 25	Memorial Day	Closed

### CLOSED SUNDAYS IN JULY AND AUGUST

Friday, July 3	Independence Day (observed)	Closed
Saturday, July 4	Independence Day	Closed
Saturday, September 5		Closed
Sunday, September 6		Closed
Monday, September 7	Labor Day	Closed

### Sunday, September 13: SUNDAY HOURS RESUME

Monday, October 12	Columbus Day	Open 9-9
Wednesday, November 11	Veterans Day	Open 9-9
Wednesday, November 25		Open 9-5
Thursday, November 26	Thanksgiving	Closed
Friday, November 27		Open 9-5
Friday, December 4	Staff Development Day	Closed
Thursday, December 24	Christmas Eve	Closed
Friday, December 25	Christmas Day	Closed
Thursday, December 31	New Year's Eve	Open 9-3
Friday, January 1, 2021	New Year's Day	Closed

## 2021 proposed

Friday, January 1	New Year's Day	Closed
Monday, January 18	MLK, Jr. Day	Open 9-9
Monday, February 15	Presidents' Day	Open 9-9
Sunday, April 4	Easter Sunday	Closed
Saturday, May 29		Closed
Sunday, May 30		Closed
Monday, May 31	Memorial Day	Closed
Saturday, June 19	Juneteenth	Closed

### CLOSED SUNDAYS IN JULY AND AUGUST

Sunday, July 4	Independence Day	Closed
Monday, July 5	Independence Day (observed)	Closed
Saturday, September 4		Closed
Sunday, September 5		Closed
Monday, September 6	Labor Day	Closed

### Sunday, September 12: SUNDAY HOURS RESUME

Monday, October 11	Columbus Day	Open 9-9
Thursday, November 11	Veterans Day	Open 9-9
Wednesday, November 24		Open 9-5
Thursday, November 25	Thanksgiving	Closed
Friday, November 26		Open 9-5
Friday, December 3	Staff Development Day	Closed
Friday, December 24	Christmas Eve	Closed
Saturday, December 25	Christmas Day	Closed
Friday, December 31	New Year's Eve (observed)	Closed
Saturday, January 1, 2022	New Year's Day	Closed

**Red indicates days that are part of the union contract.**

**Bethlehem Public Library Board Meetings 2021**  
**(start time 6pm) DRAFT**

January 11

February 8

March 8

April 12

May 10

June 14 (Flag Day)

July 12

August 9

September 13

October 12 (Tuesday – moved from  
Columbus Day)

November 8

December 13

