

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Tuesday, October 15, 2019

PRESENT: Caroline Brancatella
Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney
Michelle Walsh
Robert Khalife, treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

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

President M. Redmond called the meeting to order at 5:58pm.

PUBLIC PARTICIPATION

There was no public participation.

LONG RANGE PLAN PROCESS UPDATE

Architect Paul Mays was unable to attend the meeting as originally scheduled. G. Kirkpatrick provided an overview of P. Mays' facilities review so far. He has conducted small group staff discussions over the course of three days to discuss workspaces and program/service areas. A charette community workshop has been scheduled for the evening of Tuesday November 19 in the Community Room. P. Mays will talk to staffers again the afternoon of Staff Development Day Friday December 6. He will also be scheduling discussions with board members either individually or in small groups, as well as community stakeholders.

G. Kirkpatrick said P. Mays would be willing to provide an update to the board at the November meeting. The board was in agreement that the November meeting schedule was already quite packed with the auditor's presentation, a potential CSEA presentation and an Investment Policy discussion. They said it would be fine to wait for an update in December.

MINUTES

M. Kissinger asked if there was a written contract negotiation timeline. G. Kirkpatrick said the dates were still a little fluid at this point, but he would email M. Kissinger the information he had.

Minutes of the 9 September 19 board meeting were approved unanimously on a MOTION by B. Sweeney with a SECOND by H. Narang.

FINANCIAL REPORT

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 September 2019 (Manual Disbursements for September \$61,821.67; Cash Disbursements/Accounts Payable for October \$59,386.70; Trust & Agency Disbursements/Salaries for September \$191,090.04; CapProject Fund/Hand-Drawn Checks for September \$0; Total: \$312,298.41).

R. Khalife discussed his Treasurer's Report for the month of October. He said the auditors had been professional and responsive. H. Narang asked if there were any differences in the audit process compared to past years. T. Choppy noted that, in the past, Bonnadio had met with her, G. Kirkpatrick and T. McShane separately to discuss their thoughts on internal controls.

R. Khalife said the Investment Policy draft was nearly ready and is currently being reviewed by the policy committee. It will be presented to the board next month. He said the main point of the revision was to allow the library to use banks other than TD Bank.

R. Khalife said that following his discussion with the library's insurance broker, he was recommending increasing the liability coverage from \$3 million to \$5 million. Specifically, he suggested increasing the current \$2 million umbrella policy, to \$4 million at the added expense of \$1,715/year. The primary liability coverage would remain \$1 million. He said his recommendation is based on his experience running the insurance program at TaylorMade. M. Kissinger asked how Bethlehem's current coverage compares to other libraries of similar size. G. Kirkpatrick said most have around \$3 million in coverage. M. Redmond said she is not in favor of raising the umbrella before a capital plan is in place. R. Khalife said that as winter approaches, the board might want to consider upping the umbrella because of the increasing risk of slips and other accidents. C. Brancatella noted that strong umbrella coverage might make the library a stronger contracting and vendor partner. In response to a question by M. Walsh, G. Kirkpatrick said there have not been any incidents where the library has had to access this coverage.

A MOTION by H. Narang and a SECOND by B. Sweeney proposed the library increase its umbrella coverage to \$5 million at the additional cost of \$1,715 per year. The motion was defeated with H. Narang, C. Brancatella and B. Sweeney voting in favor and M. Walsh, L.Scoons, M. Kissinger and M. Redmond against.

M. Redmond noted that there was a suggestion to look again at the insurance issue during budget planning.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for September 1-30, 2019.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

G. Kirkpatrick noted that there was an internal promotion to senior clerk, which has opened up a full-time clerk position. He said that contract dictates the salary increase for promotions.

H. Narang asked the pros and cons of two part-time positions versus one full-time position. G. Kirkpatrick noted that it is always a balance to strike, as it is easier to cover a twelve-hour day using some part-timers, but the library also benefits from the experience of full-time employees.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved a new hire for the following vacancies, pending Civil Service approval:

- Library Clerk, part-time permanent, \$13.75/hour or per contract
- Library Clerk, full-time permanent, \$28,995/annual or per contract

DIRECTOR'S REPORT

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

- Architect Lisa Hayes told G. Kirkpatrick she will provide an architect's letter regarding the hallway furniture and vending machine, and said she believes it is clear the hallways were as wide as they are because they were intended as a gathering space. She is looking into occupancy rates for the Community, Story Hour and Board rooms.
- The Pop-Up Library remains popular. G. Kirkpatrick commended the staff for all the work they do to bring all those materials to outreach events. He said the library van is now seeing a lot of varied use between the Pop-Up Library and maintenance and delivery needs. He and staff are looking into a way to get it wrapped so that it is colorful and engaging if it is going to be out and about more.
- G. Kirkpatrick noted that the Fine Free Experience session is meant to share information from the three libraries that moved to being fine free in the past year. H. Narang asked if there was any way for Bethlehem to experiment with going fine free for a brief amount of time to gather some data. G. Kirkpatrick said that while that might be technically possible, it would be hard to go back once you have started down that path. He said a one-time fine amnesty might be a possibility.
- L. Scoons asked if the library had ever considered doing the "This year, you have saved this much ..." addition to checkout receipts. G. Kirkpatrick noted that it is great for frequent users but not so much for occasional users, and it may not be possible for those whose accounts do not save information about past materials. C. Stollar Peters said the receipt could note how much the user saved at each individual visit.
- M. Redmond pointed out that electricity use has been dropping over the past three years. She asked if it was possible to provide a graph of gas and electric use over multiple years.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board continues to look at allocating construction grant money, and spent time finalizing the UHLAN agreement draft. She said much effort went into trying to keep the pricing structure fair based on net borrowers and lenders, but ultimately the result is similar to past

years. G. Kirkpatrick presented the draft agreement that includes a 2 percent increase in fees per year over three years. He said the services are of a huge value to the library. The board can expect to vote on the agreement at an upcoming meeting.

NEW BUSINESS

UHLAN agreement

Discussed above under the UHLS report.

Kanopy

Kanopy, a pay-per-use streaming video service that offers backlist films, criterion collection, classics, foreign films and documentaries has offered the library a yearlong contract that caps at \$5,600 despite the number of uses. G. Kirkpatrick said that over the course of the year, the library will be able to collect data to see whether it is a service patrons will use. He said that a number of area libraries are looking into expanding their e-content. B. Sweeney said the College of Saint Rose uses Kanopy, and it has been hugely popular with its student and staff population.

On a MOTION by B. Sweeny with a SECOND by M. Walsh, the board unanimously agreed to enter into a contract for streaming video services for one year through Kanopy in the amount of \$5,600.

Children's Place door

The door in the Children's Place was originally designed as an emergency door and not one that accesses a public space, and it needs to be replaced. G. Kirkpatrick has two quotes for its replacement, but was unable to get a third. His recommended vendor comes in with a price of \$5,700. M. Redmond said she thinks the board should move forward with the vote on the door, but to look at the policy regarding quotes in the future.

H. Narang asked how much the library spends on capital repairs over the course of the year and whether that might be something that could be handled in house.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously agreed to move forward with the replacement of the door in the Children's Place that leads to the reading patio at a cost of \$5,700.

Public Library Association Conference

G. Kirkpatrick said the PLA Conference typically runs every other year and is valuable because it only covers public libraries. He said he would like to be able to send himself, C. McGinty, C. Stollar Peters and a non-administration librarian.

He reiterated his invitation to the board to attend the NYLA conference in November.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously approved the estimated cost of \$8,996 to send four employees to the February 2020 PLA Conference in Nashville, TN.

Yearly board projects draft

G. Kirkpatrick provided the board with a general overview of recurring tasks/events that take place throughout the year to use for planning purposes.

Other new business

There was no other new business.

OLD BUSINESS

Contract negotiation team

T. McShane and G. Kirkpatrick have been asked to present some background and general information about the CSEA contract to the board. The presentation could take place prior to the board meeting in an executive session as it pertains to contract negotiations. G. Kirkpatrick said they have about an hour's worth of material to cover. M. Redmond asked if that hour could potentially be broken into shorter segments. She said there is value to hearing the information before they embark on union negotiations, but it did not need to be at the November meeting.

Long range plan steering committee – status report

Long range plan capital plan charrette – Tuesday November 19

M. Walsh asked how the public would be notified about the charette. K. Roberts said the information would go out through most of the library's available PR channels, including in-house signage, the website, social media, local media columns and calendars. P. Mays is supposed to be providing language for the publicity. Once online, the board is encouraged to share the information with their neighbors and constituents so the library can get as broadly represented group of participants as possible. B. Sweeney said he is concerned with delays in the process and P. Mays' communication with the board.

HVAC update

Anticipated project timeline

G. Kirkpatrick said the board would need to transfer additional funds to DASNY to complete the HVAC retrofit, and because of that, the library would need to amend the existing Project Management Agreement, which is currently being reviewed by the library's attorney. The additional cost associated with the Phase 1 retrofit is estimated to be \$19,803.44. Phase 2 reheat work would cost an additional \$66,696.06, but DASNY engineers are fairly confident that the modulator retrofit alone will amply address the air temperature comfort issue. M. Redmond said she wanted the board to be able to approve the expense right away so there would be no additional delays to getting the work done. C. Brancatella suggested they approve it, but add language giving the attorney some time to review the document.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously approved the additional cost of \$19,803.44 to complete the retrofit to the HVAC system as outlined in the amendment to the DASNY Project Management Agreement (pages 43-49 of the October Board Packet) to be signed by G. Kirkpatrick pending legal approval. In the event that no legal comments are received by Friday, October 18, the board unanimously agreed to allow G. Kirkpatrick the option to move forward with the updated agreement.

M. Redmond noted that the \$19, 803.44 would be coming from the H Fund.

H. Narang revisited his earlier question about professional services and asked if there could be a cost analysis done on whether there is any value to doing those services in house as opposed to contracting them out.

Other old business

M. Redmond reminded the board that Staff Development Day is December 6. Trustees are invited to join the employees at any point during the day, and it has been positively received in the past. She said that the trustees have typically provided dessert for that staff on that day, and a board member would need to coordinate that.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility

No further discussion at this time.

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.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board adjourned the regular meeting at 8:07pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president