

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday September 9, 2019

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Mark Kissinger

GUESTS: Tanya Choppy, accounts clerk
Catherine Stollar Peters, assistant director
Tracey McShane, personnel administrator
Chris McGinty, assistant director
Catherine Brenner, CSEA Local 6015 president

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

PUBLIC PARTICPATION

There was no public participation

MINUTES

G. Kirkpatrick said he wanted to make sure to note that T. Russo, in addition to C. Brenner, was instrumental in helping redesign Summer Reading to encourage more participation.

M. Walsh said her question related to the August 2019 director's report was only about tech help outside the library.

Minutes of the 12 August 2019 board meeting were approved unanimously as amended on a MOTION by L. Scoons with a SECOND by H. Narang.

FINANCIAL REPORT

On a MOTION by M. Walsh with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 August 2019 (Manual Disbursements for August \$67,993.73; Cash Disbursements/Accounts Payable for September \$36,679.40; Trust & Agency Disbursements/Salaries for August \$182,944.74; CapProject Fund/Hand-Drawn Checks for August \$0; Total: \$287,617.87).

In his treasurer's report, R. Khalife directed the board's attention to the new written summary at the beginning of the report highlighting key items. The board thanked him for providing the summary and said it was very helpful.

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for August 1-31, 2019.

MANUAL INVOICES

None

RESOLUTIONS

None

PERSONNEL REPORT

An upcoming retirement will leave a senior clerk vacancy. H. Narang asked how the duties of a senior clerk differ from clerk. G. Kirkpatrick said civil service decides the responsibilities of both positions, but in general, senior clerks perform tasks of a more complicated nature, that can include procurement for the library and supervision.

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

- Sr. Library Clerk, full-time permanent, \$34,714/annual or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick said that arborists and garden volunteers are recommending the removal of a hemlock and maple tree on the library's property for safety reasons and have identified several overhanging branches in Lot 2 that should also be removed. G. Kirkpatrick asked the board how they would like to proceed with the Lot 2 branches, as the trees are on a neighboring property. Arborists could just remove the overhanging branches but said that the difference in price between that and full removal was negligible. He asked if the board be willing to foot the bill for full removal if that was the property owner's preference. M. Redmond said the library should work with the owner to see what would work best for them. She also said that the library should be very clear with them about what removal does and does not entail, such as stump grinding etc.
- The Pop-Up Library continues to be well-received by the community. One was held earlier in the day at Town Hall for the blood drive. Supervisor David VanLuven posted a picture of the event praising the service on social media.
- M. Walsh asked if the library typically keeps a collection of foreign language books. G. Kirkpatrick said it is something that has been done in the past based on population data and needs, and there are some eBooks available in Spanish and Chinese. The children's Chinese books currently in cataloging were received as a donation of new items.
- G. Kirkpatrick once again noted the amount of work library staff put into making Summer Reading a success.
- M. Redmond asked about the blank spots for some of the statistics in the stats report. G. Kirkpatrick said there was a delay in getting those numbers due to a technical glitch that affected logins across the Upper Hudson system. He said those numbers are now available and will be posted in a revised packet after the meeting.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the board would be meeting Wednesday to look at more construction grant applications due to the expanded application window resulting from an influx of additional grant money.

NEW BUSINESS

Sexual harassment policy

G. Kirkpatrick presented the sexual harassment policy as written by the attorney's office. G. Kirkpatrick said that although the library has a harassment policy, this one deals specifically with sexual harassment. C. Brancatella recommended adding superseding language to the beginning of the sexual harassment policy so that there can't be any conflicts with any other policy. T. McShane noted that the library currently holds harassment training every other year.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously adopted the sexual harassment policy and complaint form with the addition of superseding language at the beginning.

Long-range plan steering committee

B. Sweeney said that he, L. Scoons, M. Walsh, M. Kissinger and H. Narang have all expressed interest in being a part of the long-range plan committee. He said that the general consensus for availability is once a month on a Friday at 9am. He said this would result in a quorum and mean the group would be subject to open meeting and notification rules. G. Kirkpatrick said that he would reach out to P. Mays to find out which days work best for him and set a schedule. K. Roberts will post proper public notification of the meetings. P. Mays would still meet with the full board every other month to provide a summary once the process gets going. G. Kirkpatrick said the library could potentially open a meeting room to the public at 8:30am if the committee needed to start earlier.

On a MOTION by B. Sweeney with a SECOND by M. Walsh, the board unanimously created the Long-Range Plan Steering Committee.

On a MOTION by B. Sweeney with a SECOND by C. Brancatella, the following board members were appointed to the Long-Range Plan Steering Committee:

B. Sweeney
L. Scoons
M. Walsh
M. Kissinger
H. Narang

Other new business

There was no other new business.

OLD BUSINESS

Contract negotiation team

G. Kirkpatrick presented a timeline he prepared outlining key contract negotiation tasks and dates. He said that while there was no decision that needed to be made at the current meeting, he wanted the board to be aware of some key factors. He said it would be ideal to have negotiations buttoned up before the board votes on a budget so it could reflect the most up-to-date numbers available. M. Redmond said she was skeptical the board could get the negotiation process started while the long-range process was taking place. G. Kirkpatrick said he would hate to wait until April to get things going.

M. Redmond noted that during the last contract negotiation, she and B. Sweeney took part in the process. Both C. Brancatella and L. Scoons have expressed an interest in participating this time around.

HVAC update

Anticipated project timeline

G. Kirkpatrick provided the board with a number of options on how to move forward with addressing the temperature issues in the meeting rooms and Children's Place as a result of the HVAC update.

Some fixes were made at the end of the last heating season without enough time to gauge whether they had a significant overall effect. H. Narang noted that a number of the newly installed components on the roof were broken when they looked at them in late spring. The board discussed what would account for the expenses associated with installing the hot water reheats in the Children's Place. B. Sweeney asked why the system for the meeting rooms was designed in such a binary way in the first place. M. Walsh asked if installing the modulating burners was a long-term solution. G. Kirkpatrick said that it wasn't, and that once the asbestos was removed from the hallway during some future project, the library would have the chance to properly install reheats.

C. Brancatella asked G. Kirkpatrick if he was also in favor of addressing the reheats in the Children's Place at this time. He said he would like to get some actual cost estimates, but it would provide an opportunity to address the issue under the current project, rather than waiting to go through another design approval process.

The board noted that they are expecting another \$26,000 in New York State construction grant money once the project is closed, and there may still be funds encumbered with DASNY to cover some of the costs.

G. Kirkpatrick said that once the hard estimates are in, he does not want to wait until the next board meeting to move ahead as there could be a considerable lead time in ordering the modulators. As a result, there may have to be a special meeting called. The board told G. Kirkpatrick that once a number was received for the cost of adding the modulating burners, to allow DASNY to order the equipment as long as the value does not exceed what the library already has encumbered with them in addition to what he is authorized to spend.

Other old business

There was no other old business at this time.

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

L. Scoons reminded everyone that the UHLS Expedition Party would be held the following day at the Crossings in Colonie from 4-7pm.

M. Walsh asked if the library actively pursued additional legislative funding like bullet aid, etc. G. Kirkpatrick said the library has received some of that money in the past and continues to look at all additional funding options. M. Redmond noted that library was awarded \$289,000 in construction grant money for the HVAC project.

EXECUTIVE SESSION

There was no executive session at this time.

ADJOURNMENT

On a MOTION by B. Sweeney with a SECOND by L. Scoons, the board adjourned the regular meeting at 7:22pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president