

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

PRESENT: Mary Redmond
Lisa Scoons
Joyce Becker
Mark Kissinger

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Brian Sweeney
Tamra Wright
Harmeet Narang

GUESTS: Tanya Choppy, Accounts Clerk
Janice Irwin, BCN-TV Studio Manager
Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Tracey McShane, Personnel Administrator
Gordon Noble, Manager of Information/Readers Advisory
Caroline B. Brancatella, trustee candidate

M. Redmond called the meeting to order at 6:01pm.

PUBLIC PARTICIPATION

C. Brancatella introduced herself and told the board she was interested in running for the open trustee seat.

MINUTES

Minutes of the 7 March 2016 board meeting were approved on a MOTION by L. Scoons with a SECOND by J. Becker.

FINANCIAL REPORT

On a MOTION by J. Becker with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 March 2016 (Manual Disbursements for March \$38,476.22; Cash Disbursements/Accounts Payable for April \$62,089.93; Trust & Agency Disbursements/Salaries for March \$167,676.03; CapProject Fund/Hand-Drawn Checks for March \$0.00; Total: \$268,251.18).

BANK ACCOUNT RECONCILIATION REPORT

The board noted Bank Reconciliations for March 1-31, 2016.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Librarian 1, permanent, 15 hours/week at \$24.72/hour or per contract
- Library page, permanent, 13.85 hours/week at \$9/hour
- Library page, permanent, 13.85 hours/week at \$9/hour
- Library page, permanent, 13.85 hours/week at \$9/hour
- Library clerk, permanent, 11.67 hours/week at \$12.48/hour or per contract

DIRECTOR'S REPORT

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

- UHLS has rolled out its text notification service, which will allow patrons to receive notices via text. The texts are in addition to notices patrons already elect to receive via phone or email. M. Kissinger asked if there was a way to use the text service to push out upcoming program information. G. Kirkpatrick said that is something under discussion, along with other ways libraries can use the service.
- G. Kirkpatrick noted that there was good attendance at the author and volunteer fairs held on consecutive weekends. N. McDonough said there were about 115 attendees at the author fair. L. Scoons, who attended Lisa Lutz's talk noted that there seemed to be a lot of potential authors in attendance, judging by the questions asked.
- Tripods for the GoPro cameras will be circulating soon. The addition of those items was in direct response to patron feedback.
- The UHLS dinner will take place in June. As soon as G. Kirkpatrick receives the invitation, he will pass the information along to the board.
- M. Redmond said she had spoken to a local author who used kickstarter to self publish her book and asked if she had reached out to the library. N. McDonough said she had heard from her. G. Kirkpatrick said that former board member John McCarthy had just published his book and volunteered to do a talk on self-publishing. The board agreed that both those ideas sounded like interesting programs or perhaps a panel discussion.
- G. Kirkpatrick said that libraries in New York did well with the current state budget, which means the library's application for a construction grant comes at a good time.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted that the next meeting is Wednesday. She asked if the library typically submitted programs for awards, and G. Kirkpatrick said it hadn't in a while, but if people were interested in doing so, it was a topic that could be revisited. M. Redmond noted that in past years, UHLS awards tended to showcase programs at smaller libraries.

NEW BUSINESS

Other new business

None

OLD BUSINESS

Update on HVAC design

There will be an update at next month's meeting. G. Kirkpatrick and M. Redmond said they are still working on the narrative section and tweaking the format.

G. Kirkpatrick said that the hazmat design is nearly complete, at which time it will be submitted to SED.

Fire/burglar alarm

In order to proceed with the fire and burglar alarm plan, the library does need to get SED approval. M. Redmond said that the board is ready to move forward in the next couple of months.

The library does not need SED approval to go ahead with the water meter project. The engineer is currently looking at what is involved in getting the meter installed. She has also recommended that the library install a pressure gauge. M. Kissinger asked for a heads up when projects are sent to SED.

Signs

G. Kirkpatrick said he reached out to the town building department to discuss the Libraries Transform banners to be installed in the parking lot and was told they did not go against any zoning regulations. The signs should be ready to install in the next couple of weeks. The brackets are reusable so the banners can be updated as needed. G. Kirkpatrick said that if the library were to consider an electric sign, that would be a separate discussion with the town, and the board agreed to leave that on the back burner for the time being.

Nominating committee

Trustees were asked to think about who they would like to see on the committee and what positions on the board they might be interested in. The nominating committee will need to have the slate ready by the July meeting.

Other old business

M. Kissinger asked about the reduction in overall circulation. G. Kirkpatrick said a Pew study shows that Bethlehem use patterns are similar to those nationwide, and that libraries are a negative indicator, seeing more use when the economy is less stable. He said staffers are continually looking at ways to devote resources to areas where there is better use. A large portion of the drop is driven by shrinking video circulation, and there was some discussion among board members about how the library can still provide equal access to these materials even as circulation declines. G. Kirkpatrick noted that access is sometimes provided in services, such as free wifi, in addition to products.

J. Becker said it would be great to get a door count that provides a more accurate picture of the number of people coming into the building. She said the library is being used much more as a community center these days.

PUBLIC PARTICIPATION

C. Brancatella thanked the board for allowing her to observe them at work.

On a MOTION by J. Becker with a SECOND by M. Kissinger, the meeting adjourned at 6:37pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president