

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday August 8 2016

PRESENT: Joyce Becker
Harmeet Narang
Mark Kissinger
Mary Redmond
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Paula Rice

GUESTS: Gordon Noble, Manager of Information/Readers Advisory
Catherine Stollar Peters, Head of Tech Services, Circulation
Tanya Choppy, Accounts Clerk
Linda Krzykowski, assistant vice provost for student engagement at UAlbany
Andrew Reilly, library patron
Chris McGinty, Head of Public Services

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

PUBLIC PARTICPATION

There was no public participation.

GOING GLOBALLY PRESENTATION

Linda Krzykowski, assistant vice provost for student engagement and professor of business at UAlbany spoke to the board about the Going Green Globally (G3) initiative. She described the process, which involves MBA students developing programs for local organizations that improve sustainability. She mentioned several other local organizations for which the MBA teams have found significant savings.

Following the presentation, board members discussed whether it would be a good fit for the library. The program would cost the library \$1,000 with the goal to find \$100,000 in savings. G. Kirkpatrick said there would be some commitment of staff time during the two-week window when the teams would be preparing the proposals. B. Sweeney asked about the quality of the teams, to which G. Kirkpatrick responded that, in his experience with NYLA, the work performed by the MBAs was at a high level, and the coaches and expert volunteers are there to keep them on track. The board discussed several ideas that might be something the team could touch on, including plumbing, solar panels, marketing and planned giving. G. Kirkpatrick said he would put together some ideas in the coming months.

On a MOTION by H. Narang with a SECOND by J. Becker, the board unanimously voted to partner with the UAlbany Going Green Globally MBA team for \$1,000 to uncover sustainability savings.

H. Narang asked where the library stood on using LED lights, and suggested it might also be something the G3 team could address. G. Kirkpatrick said that some lights are being replaced when there is a project, such as the mezzanine update that will take place during the HVAC renovations, but there is significant cost in replacing current lights with LED versions.

MINUTES

Minutes of the 11 July 2016 board meeting were unanimously approved on a MOTION by M. Kissinger with a SECOND by B. Sweeney.

FINANCIAL REPORT

On a MOTION by B. Sweeney with a SECOND by J. Becker, the board unanimously approved the Financial Statement dated 31 July 2016 (Manual Disbursements for July \$45,290.33; Cash Disbursements/Accounts Payable for August \$116,862.89; Trust & Agency Disbursements/Salaries for July \$249,578.28; CapProject Fund/Hand-Drawn Checks for July \$432.80; Total: \$412,164.30).

BANK ACCOUNT RECONCILIATION REPORT

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

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

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

- Library page, permanent, 13.85 hours/week at \$9/hour
- Library page, permanent, 13.85 hours/week at \$9/hour
- Library page, temporary (3 months), 13.85 hours/week at \$9/hour
- Library clerk, permanent, 11.66 hours/week at \$12.73/hour or per contract

J. Becker said she thought the hourly wage for a page was really low. G. Kirkpatrick said that was something the board discussed in the past and had a step system in place at one time. He noted that the wage will be impacted by mandated minimum wage increases.

DIRECTOR'S REPORT

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

- Because of the popularity of mini-golf and the number of requests to make it a regular thing, G. Kirkpatrick said the library intends to do it again. He said he would like to offer it for a couple of years to see if it continues to grow or if attendance drops off. He said he would be talking to the Friends to see if there is an opportunity for fundraising.

- G. Kirkpatrick mentioned an ongoing interest in promoting a bike share program with Voorheesville to capitalize on the popularity of the rail trail or within the community. B. Sweeney noted that a bike share might overlap with the library's sustainability discussion. J. Becker said that the town may have a collection of confiscated bikes. G. Kirkpatrick said he would look into it.
- G. Kirkpatrick invited trustees to the final Evenings on the Green performance, which will be preceded by an ice cream social with the Friends at 6:30pm.
- Although circulation was down some, WiFi use has increased over last year, both at the pool and the library. John Love will be doing some work to expand the WiFi service at the town park later this week.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons noted there was no August meeting. She also mentioned that Upper Hudson Executive Director Tim Burke is the incoming NYLA president.

NEW BUSINESS

Backflow preventer design

G. Kirkpatrick presented a proposal from M/E Engineering to do the design work for the water meter replacement and backflow prevention device. The county has approved the smaller device because the library does not use the types of chemicals that could cause a backflow issue. The approved device means the library won't significantly lose water pressure. The project does not require SED approval. H. Narang asked what the target for completion is, and G. Kirkpatrick said he hoped by fall.

On a MOTION by M. Kissinger with a SECOND by H. Narang, the board unanimously voted to accept the proposal from M/E Engineering for the plumbing engineering design work required for a backflow prevention device at a cost of up to \$8,000.

Other new business

None

OLD BUSINESS

Update on HVAC design

M. Redmond asked the board to consider dedicating the amount anticipated for the HVAC renovations by moving the capital reserve funds to the H fund. The board discussed what the best estimate would be, based on available numbers and contingencies.

On a MOTION by B. Sweeney with a SECOND by H. Narang, the board unanimously voted to move the capital fund balance of \$649,244 to the H fund and move an additional \$5,398 from the fund balance to the H fund to cover anticipated HVAC costs.

The board discussed any upcoming additional projects and noted the people-counting device installation could be covered by existing general funds. Funding for fire alarm/security updates are discussions for the future because of the extensive SED process.

Board interaction with library employees

L. Scoons provided an overview of the work she and M. Kissinger had done to prepare an anonymous survey the board could use to gauge staffers' opinions about the library, which would better help them prepare the director's evaluation. The suggestion was brought to the board at the July meeting by NYLA's Jeremy Johannesen, who has been working with them on survey options. L. Scoons and M. Kissinger would be putting together some proposed survey questions for the board to review at the following meeting. M. Redmond thanked them for their work. H. Narang suggested the survey be short to encourage participation.

2017 holidays and closings

C. Stollar Peters presented attendance data from past years, and noted that the last time New Year's Eve fell on a Sunday, the library was open noon-5pm, and attendance was good, so there was no reason to close at 3pm in 2017.

H. Narang asked to start a discussion about whether the library should consider opening on Sundays in the summer. G. Kirkpatrick said the library would put together some numbers for the board to review at the following meeting.

The board tabled the discussion of 2017 holidays and closings until next month.

Other old business

- G. Kirkpatrick presented the quotes from two separate people counter vendors and said that based on feedback from other libraries, his recommendation is to go with SenSource. H. Narang asked if the number of sensors would provide all of the data needed, and the board discussed the cost of adding additional counters on the Community Room. The board asked G. Kirkpatrick to get a quote from SenSource that would include those additional counters. The board tabled the discussion until the next meeting when they could see an amended quote from the SenSource that includes the cost of the additional counters.

PUBLIC PARTICIPATION

None.

On a MOTION by H. Narang with a SECOND by J. Becker, the meeting adjourned at 8:08pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president