

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY
Monday September 12 2016

PRESENT: Joyce Becker
Mark Kissinger
Lisa Scoons
Brian Sweeney

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang
Mary Redmond
Paula Rice

GUESTS: Gordon Noble, Manager of Information/Readers Advisory
Catherine Stollar Peters, Head of Tech Services, Circulation
Tanya Choppy, Accounts Clerk
Gilbert Spevack, library patron
Chris McGinty, Head of Public Services
Natalie McDonough, Manager, Programs and Community Outreach
Jeremy Johannesen, Executive Director of NYLA

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

PUBLIC PARTICPATION

G. Spevack introduced himself as a longtime patron of the library and said he'd like to share his views of the way it has transformed since he started coming in 1972. He noted the increased access to technology and the use of the library by young people but asked the board to make sure there was a balance between that and the original purpose of a library. He also asked that the reference materials be placed in a more user-friendly environment, with desks or work spaces nearby.

The board thanked him for his comments, and G. Kirkpatrick noted that staff was already in the process of moving the reference materials to make them more easily accessible.

MINUTES

Minutes of the 8 August 2016 board meeting were unanimously approved on a MOTION by L. Scoons 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 August 2016 (Manual Disbursements for August

\$69,625.13; Cash Disbursements/Accounts Payable for September \$47,677.71; Trust & Agency Disbursements/Salaries for August \$163,462.38; CapProject Fund/Hand-Drawn Checks for August \$0; Total: \$280,765.22).

BANK ACCOUNT RECONCILIATION REPORT

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

ENGINEERING INVOICES FOR HVAC

The board reviewed invoices from M/E Engineering for HVAC design work, including the filing of the documents with the State Education Department (SED). In response to a question by M. Kissinger, G. Kirkpatrick said the library is happy with the design work provided by M/E.

On a MOTION by J. Becker with a SECOND by B. Sweeney, the board unanimously approved payment to M/E Engineering for HVAC design work in the amount of \$11,786.40.

RESOLUTIONS

None.

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTION

On a MOTION by L. Scoons with a SECOND by J. Becker, 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 clerk, permanent, 13.57 hours/week at \$12.73/hour or per contract

DIRECTOR'S REPORT

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

- The window replacement in the study rooms will be covered under the library's insurance, so the library will only be responsible for the \$1,000 deductible.
- The board discussed how to move forward regarding the diseased tree between the library and the board agreed to take down the tree and replace it when it became necessary but to pursue possible replacement donations.
- The library would like to collect more survey answers for the WiFi hotspots to have some usable data.
- The state is more closely enforcing rules stipulating that state library funding be spent on adult nonfiction and foreign language materials, which means there will be much less money dedicated to the shared collection of eBooks in the future. Staffers are looking at a number of ways to address this shortfall and maintain a high level of service. G. Kirkpatrick said that the good news is the library system will likely be getting the Boopsie app to customize, as well as additional databases.
- Everyone was pleased with the uptick in circulation over last year.
- John Love has approached the Fiver Rivers Environmental Education Center to see if the library could install one of its free WiFi points at the facility. Staffer there seemed amenable to the idea, and a formal proposal has been sent and we are waiting to hear back. This would give the library an opportunity to create a service area within the Town of New Scotland.

B. Sweeney congratulated library staff on a fantastic summer reading program, based on the numbers and participation, as well as his own family's experience. L. Scoons asked what might account for the discrepancies in participation from school to school, to which there was some speculation about walking distance and whether or not there was a Play Factory program at those locations. M. Kissinger asked how the adult summer reading program worked, and N. Mc Donough provided a brief overview of the Bingo card and raffle baskets. She and G. Noble noted that some patrons had commented that it had brought them out of their reading comfort zone and made them aware of other services at the library.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said she is once again on the services committee, which will be meeting next month about construction grants. She said there is a lot of money available this year, and her experience on the committee should mean the library is well-informed when it applies for a grant the following year to help cover HVAC replacement costs.

NEW BUSINESS

Clarksville WiFi

M. Kissinger asked if there was anything the library could do to increase WiFi availability in Clarksville. The board tried to come up with some ideas for locations that would work as gathering spaces and that had broadband available. They agreed that someone should reach out to Sheriff Craig Apple to see if he had any suggestions. The board said they would ask H. Narang to reach out since he is a resident of Clarksville.

Window repair

G. Kirkpatrick presented the board with a quote for the replacement of the broken glass in the meeting rooms, but noted that insurance would be covering all costs beyond the \$1,000 deductible. He said the window replacement was complicated by the size of the glass panes, and the quote includes reframing the area into several smaller and easily replaceable panes of glass. There is still no known cause for the breakage, which happened during the library's open hours.

Magazine subscriptions

G. Kirkpatrick said the library is in the process of renewing its magazine subscriptions, the majority of which it handles through EBSCO. The company coordinates all of the separate subscriptions, although the library does have some single-service subscriptions handled in house. Staffers have adjusted available magazine titles based on demand, with some of the more popular ones to include cooking and home and hobby themes.

On a MOTION by J. Becker and a SECOND by M. Kissinger, the library unanimously voted to authorize G. Kirkpatrick to spend \$10,000 with EBSCO for magazine renewal.

NYLA Conference

G. Kirkpatrick told the board that the library would like to send some of its staffers to the upcoming NYLA Conference in Saratoga Springs Nov. 2-5. He said there are no hotel expenses or mileage because the library van will be available to use.

On a MOTION by M. Kissinger with a SECOND by B. Sweeney, the board unanimously voted to authorize the spending of \$1,679 to send BPL staffers to the November NYLA Conference.

Other new business

None

OLD BUSINESS

Update on HVAC design

The board reviewed the HVAC design progress as outlined in the renovation project status report. G. Kirkpatrick said that the design has been submitted to SED, and the project has received a number, but there has not yet been a person assigned to the project.

The next step for the board is to begin thinking about the process of hiring a construction manager. In order to submit for grant, the library will need to have a construction quote in place before next summer.

Director evaluation/employee survey

L. Scoons said she has a question out to Tim Burke regarding possible survey topics and hopes to have more information at the next board meeting.

2017 holidays and closings

In a follow-up to questions about the cost of staying open on Sundays in the summer, G. Kirkpatrick said that numbers show a direct cost of about \$10,385 annually. He said other costs are harder to quantify, such as the loss of coverage during the weekdays to provide comp time for full-time staffers who work on those Sundays. C. Stollar Peters said that data show there is a slight increase in business on the Saturday and Monday surrounding the closed Sunday, which could account for potential Sunday business. In response to a question by J. Becker if there had been any complaints about the library being closed on summer Sundays, G. Kirkpatrick said there hadn't. He also said the library has never been open on Sundays in July and August, and in the UHLS system, Altamont is the only library that is, and that was new this year. J. Becker said she didn't see a problem with being closed on those Sundays. M. Kissinger said that it would be a discussion to have around budget time and that it might be worth testing the waters at a future time.

The proposed 2017 holidays and closings schedule will have the library open noon-5pm on New Year's Eve.

On a MOTION by M. Kissinger with a SECOND by L. Scoons, the board unanimously voted to accept the proposed 2017 holidays and closings schedule.

SenSource quote

The board discussed the amended SenSource proposal that included additional people counting sensors outside the Community and Story Hour rooms. The discussion centered on whether the additional data would be worth the cost increase. B. Sweeney asked whether the same information could be achieved by analyzing the data gained by the original quote. J. Becker asked if people counters could eventually be added to the parking lot or the Green area. The board agreed that they would prefer the

software be managed offsite, which would actually result in a savings for the library. G. Kirkpatrick said that the SenSource data would be important for the building and planning process and could really alter the thinking on how people are using the library.

On a MOTION by M. Kissinger with a SECOND by J. Becker, the board unanimously voted to move forward with the SenSource people counter proposal to include seven sensors with the software hosted offsite at the cost of \$10,514.65.

Other old business

The board briefly discussed G. Spevack's comment at the beginning of the meeting. G. Kirkpatrick noted that public use of library space is changing, but the library is always trying to balance the needs of all of its patrons within the limited footprint of the physical building. The BPL collection is carefully maintained to provide the materials in high demand, and the shared Upper Hudson collection and ILL mean that there is access to specialty materials for the patrons who need them. The library is constantly evaluating its space to make it more responsive to users. He also said that one of the main services provided by the librarians is one-on-one tech help, which has been a major shift over the years. L. Scoons asked if there was some way to provide programming that showed young people how to use vetted research materials. Staffers at the meeting noted that a lot of that help is happening on an individual basis.

PUBLIC PARTICIPATION

None.

On a MOTION by B. Sweeney with a SECOND by L. Scoons, the meeting adjourned at 7:45pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president