



**Board of Trustees Meeting
Monday August 8, 2022 6:00 pm**

This meeting will be held in person in the Board Room

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

Public comments can be submitted here:

<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

Board packet information can be accessed here:

<https://www.bethpl.org/about-us/board-of-trustees/>

Agenda

- **Call to order**
- **Public participation**
- **Review previous meeting minutes (p. 2-9)**
- **Financial report (p. 10-18)**
 - **Treasurer's update (p. 10)**
- **Personnel report (p. 19)**
 - **Personnel actions**
- **Director's report (p. 20-25)**
- **UHLS report**
- **New business**
 - **Bylaws (p. 26-32)**
 - **Board retreat**
 - **Personnel records digitization (p. 33-34)**
- **Old business**
 - **Board meeting schedule for 2023 (p. 35)**
 - **Building committee**
 - **Report - contract**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: September 12, 2022 6:00pm

Next Friends of the Library meeting: August 15, 2022

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Monday July 11, 2022

PRESENT: Caroline Brancatella
Mark Kissinger
Sara Patterson
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe (remote)
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary (remote)

EXCUSED: Harmeet Narang

GUESTS: Chris McGinty, assistant director
Catherine Stollar Peters, assistant director
Tanya Choppy, accounts clerk
Jonathan and Christopher Patterson

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

PUBLIC PARTICIPATION

G. Kirkpatrick read an email from a member of the public commending the library on its vast digital offerings, including Hoopla, Kanopy and OverDrive. The patron said they would frequently access the Great Courses and urged the board to continue offering those services.

TRUSTEE OATH OF OFFICE

M. Kissinger administered the oath of office to trustee-elect S. Patterson.

ELECTION OF OFFICERS

M. Kissinger started the conversation by noting that he had become aware that as president, he cannot be part of the nominating committee.

C. Wijeyesinghe asked if there would be an opportunity for her to speak before the vote. M. Kissinger said there would be time.

M. Walsh introduced the nominating committee's proposed slate of 2022-23 officers as follows: M. Kissinger, president; M. Walsh and C. Wijeyesinghe, vice president; S. Whiting, treasurer; C. Brancatella, secretary; and L. Scoons, UHLS representative.

M. Walsh said the board bylaws allow for one vice president so there would be a vote for that position as there was multiple interest.

C. Brancatella said she believed the board had addressed the issue of vice president in 2019 when they agreed to appoint two co-vice presidents, and the matter was settled then with the vote for the slate of officers, even if the bylaws were not officially changed at that time.

M. Walsh said there are a number of reasons why she believes there is no need for two vice presidents. First, she said, there is no limit to who can add items to the agenda, whether they are an officer or not; second, the bylaws do not provide for a second vice president; and third, adding an additional officer could make it even more difficult to schedule agenda and other meetings. She said a second vice president was inefficient and overkill.

C. Brancatella responded that the decision to add a second vice president in 2019 was unanimously supported by the board at the time. She said she believes it is a good way to give multiple people a perspective of what the position entails, which is why the board chose to do so in 2019.

M. Walsh noted that the 2019 decision was made at the first board meeting of her term.

C. Brancatella MOVED that the board review the bylaws and make changes that allow for a second vice president no later than the September 2022 board meeting. L. Scoons SECONDED the motion.

C. Wijeyesinghe said her interest in the vice president position was inspired by M. Redmond's involvement and work with the board. She said she felt she had the skills and interest to augment the leadership team, and it was never her intent to compete for the position of vice president but rather to join the existing team as was done in 2019. She said she was not interested in being elected in opposition to the board bylaws and asked that the board make a motion to revise the bylaws to accommodate the consideration of co-vice presidents, either tonight or on a near future agenda. She said she is extremely engaged and has an open schedule and looking to augment a team that serves the library and community.

M. Walsh reiterated that the position of vice president is purely administrative. She said the board is a team of leaders and each member has a collaborative role. The bylaws provide for flexibility by proposing a vote if there is more than one person interested in a position. She said the board doesn't need to add a second person to avoid a vote; a vote is very democratic and a good way to proceed.

S. Patterson asked for some background regarding the decision to add a co-vice president in 2019. G. Kirkpatrick said part of the motivation was the change of the treasurer position to a paid role and some board members still wanting to serve in a leadership capacity, as well as the longtime president expressing interest in stepping down in the coming year and the board wanting to keep some options open.

C. Brancatella asked if C. Wijeyesinghe would be interested in the co-vice presidency if it were allowed. C. Wijeyesinghe said she doesn't want to ignore the bylaws even though those rules were set aside three years ago.

C. Brancatella said she believes the board in 2019 got 80 percent of the way to changing the bylaws but did not follow through even though it was agreed on in concept.

S. Patterson said she didn't think that the argument held up that the 2019 board broke the laws before then the current board should do it now. She suggested the board vote that night on the slate and then amend the bylaws ASAP so it would not be an issue in the future.

C. Brancatella amended her original MOTION to:

- Vote on the slate of recommended officers;
- Make changes to the language in the bylaws allowing for co-vice presidents no later than the September 2022 meeting; and
- As soon as those changes are made, anyone can make a motion to add an officer.

S. Patterson SECONDED. The board voted unanimously in favor of the motion.

L. Scoons noted that while the board was looking at the bylaws, they should look at the language allowing an assistant secretary and assistant treasurer position.

C. Wijeyesinghe said she puts her trust in the board to consider her interest to serve once the bylaws have been amended, and she would be willing to remove her name from the slate at this time.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously agreed to remove C. Wijeyesinghe's name from the proposed slate of officers.

The revised slate of officers proposed for 2022-23:

- President: Mark Kissinger
- Vice President: Michelle Walsh
- Secretary: Caroline Brancatella
- UHLS representative: Lisa Scoons
- Board treasurer: Shari Whiting

On a MOTION by M. Walsh with a SECOND by M. Kissinger, the board unanimously accepted the revised slate as presented.

COMMITTEE APPOINTMENTS

M. Kissinger proposed the following committee appointments but note he was still recruiting, so anyone was welcome to put their name forward at any time.

Finance

- M. Walsh
- M. Kissinger (ex officio)

Nominating

- M. Walsh
- C. Brancatella

Policy

- C. Wijeyesinghe
- L. Scoons
- M. Kissinger (ex officio)

Building

- C. Wijeyesinghe
- H. Narang
- M. Kissinger (ex officio)

Personnel

- S. Patterson
- C. Wijeyesinghe
- L. Scoons
- M. Kissinger (ex officio)

Collective bargaining (as needed)

- L. Scoons
- C. Brancatella

L. Scoons noted that the policy committee is not one required in the bylaws but the board is able to add additional committees as they see fit. They have added such committees in the past, like the long-range plan committee and fine-free committee.

BOARD ANNUAL AUTHORIZATIONS

C. Wijeyesinghe asked if the petty cash amount of \$100 is enough. G. Kirkpatrick and T. Choppy said it has always been more than enough and has never come close to reaching the limit. L. Scoons asked about the notation regarding the last RFPs. G. Kirkpatrick said he was asked to include that by a previous board and it was strictly informational.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved the 2022-23 authorizations as presented.

HOLIDAYS AND CLOSINGS

G. Kirkpatrick presented the proposed board meeting dates for 2023 and noted that the scheduled April meeting falls on Passover and school vacation week. The board agreed to tentatively move the meeting to the following Monday, April 17.

On the proposed library closings schedule for 2023, G. Kirkpatrick mentioned a pair of highlighted items for the board to consider. One was whether the library wanted to continue

using the term “Columbus Day” for the October holiday. He noted that it would strictly be a matter of semantics because the library is open that day as it is generally a very busy one. The board said a decision could be made on that at the next contract negotiations.

The proposed schedule also included closing the library at 3pm on New Year’s Eve. This is something that is typically done to get staff home before it gets dark and the roads crowded. This coming year, however, New Year’s Eve falls on a Sunday, which would mean the library would only be open noon-3pm. G. Kirkpatrick recommended the library close that day as it is not a busy one.

On a MOTION by M. Walsh, with a SECOND by C. Brancatella, the board voted unanimously to close the library Sunday, December 31, 2023.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board voted unanimously to adopt the amended holidays and closings schedule for 2023.

ANNUAL ETHICS/CONFLICT OF INTEREST STATEMENT

Ethics statements were distributed to the trustees for signing and will be filed in the public record.

PUBLIC HEARING – VIDEOCONFERENCING POLICY

C. Wijeyesinghe noted that the policy had been brought before the board and approved. M. Kissinger said the board should discuss the procedure for notifying the director that one would be attending remotely. There would still need to be at least four in-person board members for a meeting to take place.

PUBLIC PARTICIPATION ABOUT POLICY

There was no public participation.

On a MOTION by M. Walsh and a SECOND by C. Wijeyesinghe, the board unanimously adopted the Videoconferencing Policy to allow for hybrid meetings once the state emergency executive order expires.

MINUTES

Minutes of the 13 June 2022 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by S. Patterson.

FINANCIAL REPORT

Treasurer’s update

The board noted S. Whiting’s treasurer’s report. Additional items:

- M. Kissinger asked the reason behind lower spending in the YS lines. G. Kirkpatrick said that because of COVID, fewer items were being published, and a paper shortage resulted in limited reprints leading to limited availability of material.

- C. Wijeyesinghe noticed the gifts and donation line was 310 percent over what was budgeted. She thanked the public for their generosity.
- S. Whiting stated that the year ended with an unadjusted surplus of \$418,310. Several year-end adjustments that will be made as part of the audit process will reduce the surplus to roughly \$390,000. She drew the board's attention to a schedule explaining the variances.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 June 2022 (Checks disbursed in June 2022 based on pre-approval \$35,509.73; Checks disbursed in June 2022 relating to payroll \$184,497.78; Checks being submitted for approval \$99,191.38; CapProject Fund/Hand-Drawn Checks \$0; Total: \$319,198.89).

PERSONNEL REPORT

G. Kirkpatrick provided the board with an amended job status report that included the position of full-time library assistant, which is the civil service title for the volunteer coordinator position approved with the 2022-23 budget.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved new hires/changes for the following positions:

- District library treasurer, part-time, permanent, hourly rate change from \$50/hour to \$55/hour
- Librarian 1, full-time, permanent, \$55,529/annual or per contract.
- Librarian 1, part-time, permanent, 11.67 hours/week, \$28.41/hour or per contract
- Library assistant, full-time, permanent, \$39,604/annual or per contract

DIRECTOR'S REPORT

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

- Staffing has continued to be a challenge with absences and position vacancies. This has caused the library to dial back some of its outreach and programming. The library continues to work to get back up to full staffing to meet these community expectations.
- G. Kirkpatrick said that a part-time librarian had recently accepted a full-time position, leaving the Friday evening shift open. He said the library would be actively seeking to fill that spot, but it is traditionally a difficult one to find people to work, even more so with current recruiting trends. G. Kirkpatrick said he was proposing closing the library for in-person use on Fridays from 6-9pm and extending curbside pickup to 8:30 on those nights for the month of August. M. Walsh said she has been in the library on Friday nights in the fall and it was busy with families. L. Scoons asked that the library do their best to get out the word that curbside would still be available those nights. The board agreed to revisit whether it would be necessary to extend this through September at their August meeting.

- On a MOTION by M. Kissinger and a SECOND by C. Wijeyesinghe, the board unanimously agreed to close the library for in-person browsing Friday night from 6-9 pm during the month of August, with curbside pickup available 6-8:30pm.
- M. Walsh said she is grateful to the IT department for helping with the public use of the 3D printer so that service is available. She said she had been asked by more than one community member about its return.
- G. Kirkpatrick noted good increases across the board in circulation and presented a chart showing circulation trends from 2017 until present.

UHLS REPORT

L. Scoons said the next meeting would be held that Wednesday. She encouraged fellow board members to watch the UHLS celebration video. She said the service committee would be meeting later in the summer to start talking about construction grants. She said the board should consider scheduling their racial equity training soon as available spaces may begin filling up. The board had talked about doing it in January or February. L. Scoons encouraged them to not schedule it for a regular board meeting night as it is made up of two, 90-minute sessions. G. Kirkpatrick said he would put out a poll to find out what times would work best for board members. C. Wijeyesinghe said it would be helpful if the board could get an abstract of the session goals so they could be better prepared. G. Kirkpatrick said he would reach out and see if he could get that information for them.

NEW BUSINESS

Attorney proposal

G. Kirkpatrick said he was requesting to add another attorney to the library's authorizations. The Law Office of Stephanie Adams from Buffalo has some expertise in library-specific topics, including the relationship with school districts. The firm is offering reduced fees to members of UHLS and CDLC.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board unanimously authorized the addition of the Law Office of Stephanie Adams to the list of approved authorizations for 2022-23.

GASB 75 valuation proposal

G. Kirkpatrick presented a proposal from the actuarial firm BPAS to do a post-employment needs analysis valuation, which is required for the audit every other year.

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously accepted a service agreement with BPAS to conduct a post-employment needs analysis at a cost of \$6,000 for fiscal year 2022 and \$1,500 for fiscal year 2023.

OLD BUSINESS

Building committee report and proposal from architect

G. Kirkpatrick said that before discussion about the architect's proposal, he needed to

disclose a potential conflict of interest. He said the firm the board was considering – Ashley McGraw – subcontracts with an engineering firm where his brother is employed. He recused himself from any further discussion about the selection. M. Kissinger noted the recusal.

M. Kissinger said the building committee had received a slightly amend proposal following input from the June board meeting and after a request from the building committee to provide some more definition to the scope. He noted that it is still a design proposal, so nothing is set in stone. C. Wijeyesinghe said that there would be a pretty tight timeframe with the design taking place January-February with a potential vote in May, and it would be imperative to keep the public apprised of the progress so they are well-informed should it come to a vote in May. M. Walsh noted that the proposal includes language about an auditorium space but not necessarily the other spaces the board had discussed adding. M. Kissinger said that it was just a starting point and not a final list. C. Brancatella said she wanted to note that it might seem like the process is duplicating what had been done in the past, but the circumstances and world are very different from what they were just a couple years ago. M. Kissinger said there would definitely be further discussion with the board and the public, and this is just the starting point.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously agreed to enter into contract with Ashley McGraw for design services.

Future business

C. Wijeyesinghe asked to include on the August agenda a discussion about whether the board wanted to hold an annual retreat in the fall as a way to go over some larger topics. She also asked to include a reminder under Old Business in August to check in on the director evaluation process.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board adjourned the regular meeting at 8:15pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report August 2022

Revenue and Expense Report

One month into the new fiscal year, and as you can see, there is not a lot of activity, other than contractually obligated expenses. We did pay both July and August health insurance invoices in July. The only income received thus far is from fines, fees and interest. Due to the recent federal interest rate hikes, the interest rate on our money market account has increased as follows:

Prior to June 2022- .16%

6/1/22- .4%

7/1/22- .7%

8/1/22- 1.2%

The auditors begin preliminary field work on August 24.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 7/31/22

	BALANCE					BALANCE
	6/30/2022	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	7/31/2022
TD Bank General Fund	1,558,209.53	3,264.37	(245,363.55)	78.95	168,553.16	1,484,742.46
TD Bank Payroll	0.00		(131,446.84)	-	131,446.84	0.00
TD Bank Money Market	1,730,958.83	-		885.25	(300,000.00)	1,431,844.08
TD Bank Treasury Bill	999,938.20			470.06	-	1,000,408.26
TD Bank Capital Project Fund	-	-	-		-	0.00
Key Bank Checking	4,818.79	1,532.25	(104.52)		-	6,246.52
TOTAL:	<u>4,293,925.35</u>	<u>4,796.62</u>	<u>(376,914.91)</u>	<u>1,434.26</u>	<u>-</u>	<u>3,923,241.32</u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 20,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

1 MONTHS ENDED 7/31/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 1 MO. ENDED 7/31/2022	Percent YTD 7/31/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 1 MO. ENDED 7/31/2021	Percent YTD 7/31/2021
Real Property Taxes	4,308,076	-	0.0%	4,172,563	-	0.0%
PILOT	227,724	-	0.0%	219,570	-	0.0%
Fines	2,000	614	30.7%	15,000	922	6.1%
Interest on Deposits	6,000	964	16.1%	7,500	299	4.0%
Lost Book Payments	2,500	1,093	43.7%	-	1,341	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	735	21.0%	2,000	91	4.6%
Photocopier	6,500	478	7.3%	7,500	418	5.6%
State Aid	24,500	-	0.0%	23,170	-	0.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	125	0.0%	-	-	0.0%
Total Revenue	4,580,800	4,008	0.1%	4,452,303	3,072	0.1%
EXPENSES						
Salaries	2,444,929	186,261	7.6%	2,363,565	165,443	7.0%
Retirement	237,333	-	0.0%	291,089	-	0.0%
Health Insurance	364,700	62,162	17.0%	310,433	5,023	1.6%
Other Benefits	219,538	32,285	14.7%	201,213	31,146	15.5%
Subtotal Salaries & Benefits	3,266,500	280,707	8.6%	3,166,300	201,612	6.4%
Library Materials - Print	290,000	-	0.0%	292,000	375	0.1%
Library Materials - Electronic & Audio	296,000	-	0.0%	269,000	-	0.0%
Subtotal Library Material	586,000	-	0.0%	561,000	375	0.1%
Operations	593,300	39,250	6.6%	601,900	24,054	4.0%
Capital Expenditures	100,000	-	0.0%	125,000	-	0.0%
Contingency	35,000	-		-	-	
Total Expenses	4,580,800	319,958	7.0%	4,454,200	226,041	5.1%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

1 MONTHS ENDED 7/31/22

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 1 MO. ENDED 7/31/2022	Percent YTD 7/31/2022	ANNUAL BUDGET 2021-2022	YTD PRIOR 1 MO. ENDED 7/31/2021	Percent YTD 7/31/2021
Salaries & Benefits						
Salaries-Librarians	1,174,134	92,983	7.9%	1,203,711	89,260	7.4%
Salaries-Support Staff	1,108,487	79,663	7.2%	976,846	64,775	6.6%
Salaries-Custodians	162,308	13,615	8.4%	163,595	11,408	7.0%
Subtotal Salaries	2,444,929	186,261	7.6%	2,344,152	165,443	7.1%
Retirement	237,333	-	0.0%	323,103	-	0.0%
Health Ins.	364,700	62,162	17.0%	307,889	5,023	1.6%
SocSec/Medicare	187,038	13,552	7.2%	179,359	13,228	7.4%
Worker's Comp.	20,000	16,656	83.3%	19,000	16,615	87.4%
Unemployment	10,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	2,077	83.1%	1,400	1,303	93.0%
Subtotal Salaries & Benefits	3,266,500	280,707	8.6%	3,184,903	201,612	6.3%
Library Materials						
Adult books	171,000	-	0.0%	171,000	-	0.0%
Periodicals	19,000	-	0.0%	18,000	-	0.0%
YS Books	85,000	-	0.0%	85,000	-	0.0%
Special Collections	15,000	-	0.0%	18,000	375	2.1%
Subtotal Print Materials	290,000	-	0.0%	292,000	375	0.1%
Audiobooks	23,000	-	0.0%	25,000	-	0.0%
E-Collections	196,000	-	0.0%	156,000	-	0.0%
Electronic Resources	27,000	-	0.0%	28,000	-	0.0%
YS Audiobooks	5,000	-	0.0%	7,000	-	0.0%
YS Media	5,000	-	0.0%	5,000	-	0.0%
AS Media	40,000	-	0.0%	48,000	-	0.0%
Subtotal Electronic & Audio	296,000	-	0.0%	269,000	-	0.0%
Subtotal Library Materials	586,000	-	0.0%	561,000	375	0.1%
Operations						
Copiers and supplies	15,000	-	0.0%	18,000	-	0.0%
Office supplies	20,000	(2,352)	-11.8%	20,000	-	0.0%
Custodial supplies	26,000	-	0.0%	26,000	-	0.0%
Postage	20,000	-	0.0%	20,000	460	2.3%
Printing & Marketing	35,000	-	0.0%	38,000	-	0.0%
Van lease & oper.	4,000	35	0.9%	4,000	-	0.0%
Gas and Electric	65,000	7,478	11.5%	50,000	5,491	11.0%
Telecommunications	14,000	656	4.7%	18,000	745	4.1%
Water	3,000	-	0.0%	3,000	-	0.0%
Taxes-sewer & water	3,400	-	0.0%	3,400	-	0.0%
Refund property taxes	7,500	-	0.0%	10,000	-	0.0%
Prof. Services	30,000	-	0.0%	30,000	-	0.0%
Contract Services	45,000	70	0.2%	42,000	-	0.0%
Insurance	29,000	-	0.0%	29,000	-	0.0%
Bank Fees	1,400	105	7.5%	-	81	0.0%
Travel/Conference	3,000	-	0.0%	3,000	50	1.7%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	32,000	3,085	9.6%	35,000	2,470	7.1%
Furniture & Equipment	40,000	2,348	5.9%	40,000	-	0.0%
IT Hardware & Software	42,000	872	2.1%	42,000	65	0.2%
Bld & Grnd. Repair	40,000	42	0.1%	40,000	215	0.5%
Furn/Equip Repair	2,000	-	0.0%	2,000	-	0.0%
Miscellaneous	6,000	27	0.5%	4,000	467	11.7%
Audit Service	24,000	-	0.0%	24,000	-	0.0%
Accounting Service	30,000	14,183	47.3%	15,000	14,010	93.4%
UHLAN fees	53,000	12,701	24.0%	52,000	-	0.0%
Subtotal Operations	593,300	39,250	6.6%	571,400	24,054	4.2%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,580,800	319,958	7.0%	4,452,303	226,041	5.1%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JULY 2022 BASED ON PRE-APPROVAL	\$	87,467.56
CHECKS DISBURSED IN JULY 2022 RELATING TO PAYROLL	\$	190,151.45
CHECKS BEING SUBMITTED FOR APPROVAL	\$	53,695.35
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: MANUAL DISB - JUL 22 For Dates 7/1/2022 - 7/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40466	07/01/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		23,704.34
40467	07/01/2022	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
40468	07/01/2022	1833	HIGHMARK BSNENY		10,665.71
40469	07/01/2022	720	MVP HEALTH PLAN, INC.		4,653.88
40470	07/01/2022	2061	UNITED HEALTHCARE INSURANCE CO		139.99
40526	07/11/2022	2064	UNITED STATES TREASURY		66.96
40528	07/26/2022	720	MVP HEALTH PLAN, INC.		4,653.88
40529	07/26/2022	1570	NATIONAL GRID		7,477.68
40530	07/26/2022	2061	UNITED HEALTHCARE INSURANCE CO		134.41
40531	07/26/2022	1607	VERIZON BUSINESS FIOS	230013	120.78
40532	07/26/2022	2137	WEX BANK	230016	35.00
40533	07/27/2022	1424	AFLAC NEW YORK		240.34
40534	07/27/2022	1831	CDPHP UNIVERSAL BENEFITS, INC.		22,716.87
40535	07/27/2022	2087	CITIBANK	*See Detail Report	1,810.95
40536	07/27/2022	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
40537	07/27/2022	1833	HIGHMARK BSNENY		10,665.71
Number of Transactions: 16				Warrant Total:	87,467.56
				Vendor Portion:	87,467.56

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date
Signature
Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 3: TRUST & AGENCY (JUL 22) For Dates 7/1/2022 - 7/31/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40525	07/15/2022	712	CIVIL SERVICE EMPL ASSOC INC.		954.54
40527	07/29/2022	712	CIVIL SERVICE EMPL ASSOC INC.		974.40
100679	07/15/2022	709	BPL SPECIAL PAYROLL ACCOUNT		63,895.35
100680	07/15/2022	710	NYS INCOME TAX BUREAU		3,595.23
100681	07/15/2022	1946	IRS - PAYROLL TAX PMT		20,821.39
100682	07/15/2022	2003	NEW YORK STATE DEFERRED		1,573.79
100683	07/29/2022	709	BPL SPECIAL PAYROLL ACCOUNT		67,551.49
100684	07/29/2022	710	NYS INCOME TAX BUREAU		3,816.92
100685	07/29/2022	730	NYS EMPLOYEES RETIREMENT SYSTE		3,256.97
100686	07/29/2022	1946	IRS - PAYROLL TAX PMT		22,000.18
100687	07/29/2022	2003	NEW YORK STATE DEFERRED		1,711.19
Number of Transactions: 11				Warrant Total:	190,151.45
				Vendor Portion:	190,151.45

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 5: BILL SCHEDULE (AUG 22) For Dates 8/9/2022 - 8/9/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40538	08/09/2022	2099	4IMPRINT, INC.	230020	431.40
40539	08/09/2022	1009	AMAZON CREDIT PLAN	230034	7,293.18
40540	08/09/2022	77	BAKER & TAYLOR , INC.	*See Detail Report	18,510.52
40541	08/09/2022	1186	BAKER AND TAYLOR ENTERTAINMENT	220603	190.73
40542	08/09/2022	90	BETHLEHEM CENTRAL HIGH SCHOOL	230022	48.92
40543	08/09/2022	103	BRODART INC	*See Detail Report	2,112.41
40544	08/09/2022	1693	CASTLETON PUBLIC LIBRARY	230039	21.98
40545	08/09/2022	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	230003	238.58
40546	08/09/2022	1220	DEMCO, INC	230025	565.97
40547	08/09/2022	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	312.78
40548	08/09/2022	2118	FASNY MUSEUM OF FIREFIGHTING	230046	75.00
40549	08/09/2022	1674	FINDAWAY	*See Detail Report	787.59
40550	08/09/2022	2361	FUN EXPRESS, LLC	220593	30.37
40551	08/09/2022	2272	GLOBAL EQUIPMENT COMPANY INC.	230027	203.94
40552	08/09/2022	787	GUILDERLAND PUBLIC LIBRARY	230038	30.98
40553	08/09/2022	2322	KANOPY INC.	230018	1,977.00
40554	08/09/2022	1155	LAKESHORE LEARNING MATERIALS	220585	14.99
40555	08/09/2022	1024	MIDWEST TAPE LLC	*See Detail Report	5,360.19
40556	08/09/2022	2148	NORTHEAST PEST CONTROL	220008	199.00
40557	08/09/2022	2088	NYSID	230028	111.89
40558	08/09/2022	1823	OVER DRIVE INC.	230037	22.51
40559	08/09/2022	450	PHILLIPS HARDWARE INC	230015	35.99
40560	08/09/2022	1767	SCHOLASTIC, INC.	*See Detail Report	1,904.40
40561	08/09/2022	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,480.42
40562	08/09/2022	2154	STERICYCLE, INC.	230008	21.54
40563	08/09/2022	2307	TRANE U.S. INC.		3,296.00
40564	08/09/2022	2344	ULINE, INC.	230030	82.04
40565	08/09/2022	2328	UNIFIRST CORPORATION	230009	91.83
40566	08/09/2022	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	7,709.00
40567	08/09/2022	1692	VALLEY FALLS FREE LIBRARY	230041	3.99
40568	08/09/2022	1607	VERIZON BUSINESS FIOS	230013	49.00
40569	08/09/2022	1607	VERIZON BUSINESS FIOS	230013	125.78
40570	08/09/2022	1607	VERIZON BUSINESS FIOS	230013	124.99
40571	08/09/2022	1968	VERIZON WIRELESS	230010	100.55
40572	08/09/2022	645	W W GRAINGER INC	230011	19.90
40573	08/09/2022	1593	WILLIAM K. SANFORD LIBRARY	230042	10.99
40574	08/09/2022	2259	WORLD AWARENESS CHILDREN'S MUSEUM	230036	99.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 5: BILL SCHEDULE (AUG 22) For Dates 8/9/2022 - 8/9/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 37				Warrant Total:	53,695.35
				Vendor Portion:	53,695.35

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

August 8, 2022 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk PT	Public Services	19 hrs/wk		\$14.17/hour or per contract	A. Greenwood	10/21/2020	11/9/2020				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.17/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	3 hrs/wk	6 hrs/wk	\$13.20/hour	S. Hamilton	12/12/2021	1/10/2022				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$13.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Librarian 1 FT	Public Services	35 hrs/wk		\$55,529/annual or per contract	S. Berg	7/22/2022	7/11/2022				
Librarian 1 PT	Public Services	11.67 hrs/wk		\$28.41/hour or per contract	A. Desourdy	7/31/2022	7/11/2022	Filled	E. Puskas	8/16/2022	Hire
Library Assistant FT	Public Services	35 hrs/wk		\$39,604/annual or per contract	N/A - New Position	N/A	7/11/2022				
Action Requested											
Confidential Secretary	Administration	35 hrs/wk		\$44,000/annual	New Position	N/A					
Librarian III OR Assistant Library Director	Administration	35 hrs/wk		\$68,743/annual OR \$78,287/annual	C. Stollar Peters	9/2/2022					
Positions Held											
None											

Director's Report August 2022

COVID and Phased Reopening

The current COVID surge's impact on staffing has finally started to wane. Recent hires in the Public Services Department should help with scheduling going forward.

Toys continue to be returned to the Children's Place, and new toys are on order. Their absence presented a good opportunity to replace some of our older worn items. New items will be going out as they arrive from our vendors.

I've established limits on the number of patrons allowed in library programs at one time. This number depends on the nature of the activity (moving around, audience, classroom). As we bring more programs in for the fall, we'll be fine tuning these. Children's story times and other early literacy programs are being held in the Community Room for greater space. Early literacy programs are our highest programming priority right now.

Public Services

The Studio is available to the public and bookable using our online Library Market calendar. The space may be booked two weeks in advance with current availability being Tuesday, 2-4pm & 6-8pm; Wednesday 2-4pm; and Thursday 2-4pm & 6-8pm. Frank spent a significant amount of time preparing the Studio for use by the public, including working with Jennifer to finalize details of the Library Market online request form, developing guidelines for the public and procedures for staff; reorganizing and cleaning the room; creating and putting up signage; and developing a use and attendance form that will accommodate reservation and walk-in use.

After our first sessions with the 3D printer, our venerable machine finally broke beyond reasonable repair. Parts are no longer available from the manufacturer for our 8-year-old machine. Interest in learning about 3D printing continues to be high, so we are ordering a new Makerbot.

Exam proctoring requests have increased this month with staff proctoring 6 exams.

Programs

The Summer Reading Challenge continues throughout the month of August. This year's theme – Oceans of Possibilities – was used for a variety of programs.

Ocean Shadowbox Magnets: Twenty-one attendees enjoyed making this craft.



Kate's *Music & Movement* continues to be a popular program, with an average of 61 people attending the two programs offered.

Baby Bounce and Books on the Green: Anne had 46 attendees at this program even though the weather was hot and humid.

Russia-Ukraine Crisis Mini Panel Discussion: In one of her last programs with us, Sharon arranged for a panel discussion on the Russia-Ukraine Crisis. University at Albany Professors Timothy Sergay and David Rousseau generously volunteered their time to present information on the situation followed by a Q&A session. There were 26 people in attendance and the discussion continued after the official program ended.

Mini-Art show: Thirty-two attendees created an artistic masterpiece using mini 4"x4" canvases, easels, and paints. Using the Summer Reading theme *Oceans of Possibilities*, participants painted their favorite ocean animals or features – like underwater volcanoes! The finished easels are on display in the glass cases in the library lobby through the summer.

Introduction to Book Folding: Beth Dounane-Oldrich, Delmar resident and the author of "Book Folding for Beginners and Beyond," presented an introduction to the art of book folding to 29 participants. The group was very appreciative of Beth's hands-on guidance. The author also donated a copy of her book to the library.

Extreme Bicycle Makeover: PreK - 5th grade children were invited to bling their ride by adding bells, horns, lights, reflectors, and noisemakers to their bikes and scooters. The participants also

learned about simple hand tools and how visibility is an important part of bike safety. Luke had 17 people in attendance at this program.

Dungeons and Dragons: Our teen volunteer, David, is running sessions every Friday afternoon from July 22 through the end of August, due to demand by the players. Attendance ranged from 7 to 12 during the three programs held in July. Anne and Lauren subbed in for Kate for these programs, and they seemed to go very well.

Evenings on the Green, sponsored by the Friends, continues to be a popular musical series on the Green.

- Zan & the Winter Folk, attendance 98
- Narrow North, attendance 70
- The Lustre Kings, attendance 162
- Musicats, attendance 95

The summer *Teen Book Boxes*, co-sponsored by the Friends, were made available at the end of July. Mary put together 58 boxes to be used by 84 teens. Each box contained a survey card along with adding the survey link to the email notification to evaluate and get feedback on the use and popularity of these boxes. Past recipients will also be sent the survey link, so that anyone who has ever gotten a box and provided an email address will get a chance to share their thoughts on the boxes.

Outreach

Thursdays in the Parks is once again a hit with the community. This collaborative program with the Town Parks and Rec department and co-sponsored by the Friends of the Library and Friends of the Town Parks has had a great turnout for each program held. A couple of performances were canceled and will be rescheduled if possible.

- Ron Cain's *Captain HurriCain's Underwater Adventure Magic Show*; We had record attendance at this program – 381! The kids loved the show, which was very interactive.
- Doc Benson Band; It was HOT for this program, and we had total attendance of 150!
- Out of the Box band; We were concerned about the weather for this program (it looked like rain), but it turned out great, though it was HOT once again. Total attendance was 101.

Upcoming Programs

A jazz group offered to provide a program at the library free of charge so Michael was able to arrange for it to be held on Friday, Sept. 2, in the afternoon to kick off the Labor Day weekend.

The library has teamed up with the Bethlehem Historical Association to present a series of historical talks. *The Hudson-Mohawk Region: Silicon Valley of the 19th Century* will be kicking off the series on September 14 at 6:30pm.

Friends book sale fundraiser will be held on Saturday, September 17 from 10am-4:30pm. Michael has arranged for guitarist Jeff Brisbin (11am) and Carolyn Shapiro on banjo (1pm) to play on the Green during the event.

Joseph Bruchac, Abenaki storyteller, musician, author, and performer will do two programs on Indigenous People's Day (Oct 10th) at 11am and 2pm. A book sale and signing will follow the program.

Circulation and Technical Services

The Circulation Department is keeping a manual count of the number of mailed billing notices sent. Those numbers typically scale directly with circulation numbers. So far, we have not seen a departure from typical numbers, they will continue to monitor the numbers going forward.

We have observed an uptick in the number of long overdue items that were returned recently. We have had at least 20 items returned in the past month that were 200-300+ days late. One item was checked out 9 years ago.

Chris and Catherine attended training on the administration of CollectionHQ, our new collection development and evaluation software provided via UHLS. They have provided additional training resources for Public Services staff using the tool for selection, weeding, and EDI audit work on the library collection.

Continuing Education and Committee Work

Luke viewed an Introduction to Coding with Ozobot webinar to prepare for an upcoming scheduled program.

Sarah is representing the library on the UHLS Equity committee meeting and participated in her first meeting.

Meetings and miscellany

We have a retooled Collection Development Policy to present to the Policy Committee later this month. These updates strengthen the library's approach and evaluation of selected resources, which is important in today's library climate. The updates are based on the Public Library Collection Management Policy Template and Guide created by the Public Library System Directors Association and the Empire State Library Network authored by Stephanie Adams.

Inter Library Loan - This month, we were able to borrow an oversized item on loan from the Grand Canyon National Park Research Library for a patron.

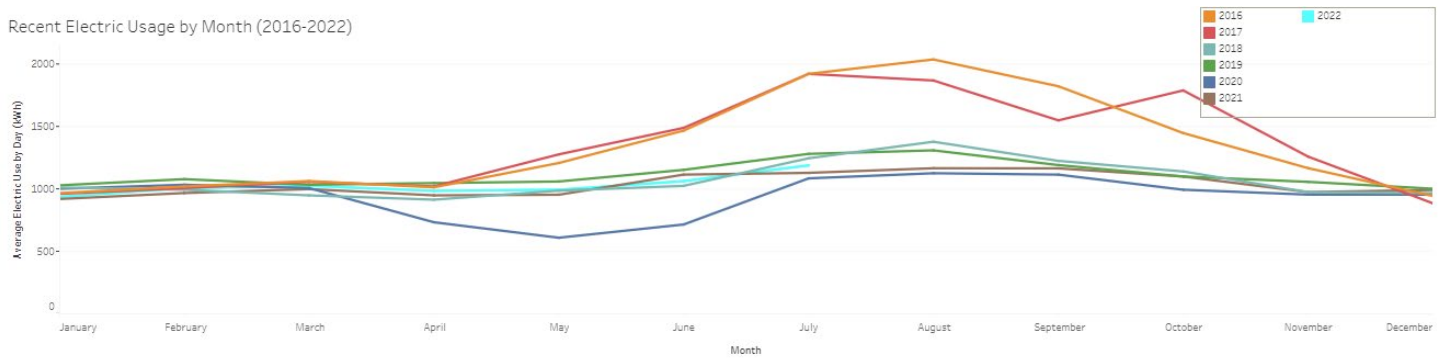
I've included an interim update on the Long Range Services Plan in my Director's Report.

With financial assistance from a bequest from a member of the Delmar Progress Club, we will be installing a cement planter where the oak tree was previously on the plaza.

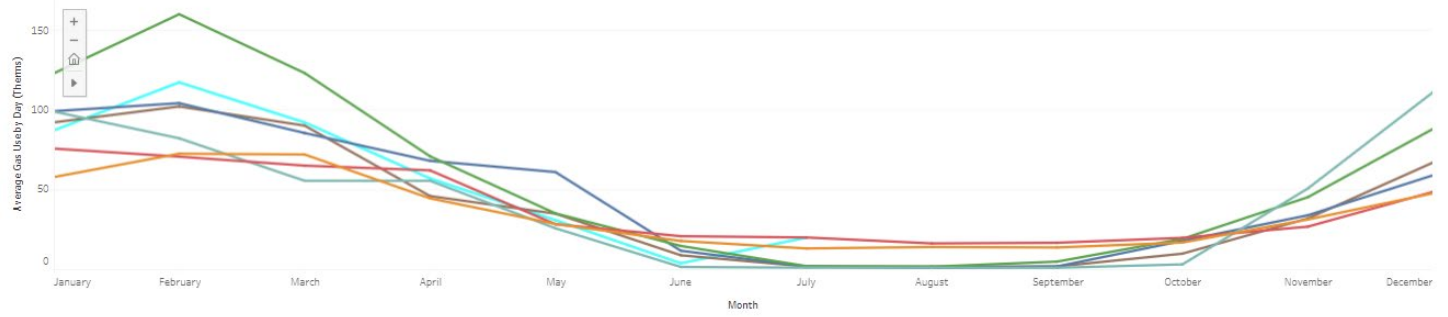
Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	27,290
Adult non-fiction				29,397	29,435
Adult audio				5,824	5,876
Adult video				8,563	8,674
Young adult fiction				4,903	4,949
Young adult nonfiction				580	588
Young adult audiobooks				477	478
Children's fiction				28,318	28,587
Children's non-fiction				16,096	16,142
Children's audiobooks				1,651	1,680
Children's video				1,391	1,386
OverDrive - UHLS Shared				114,633	115,493
e-magazines				3,123	4,149
Electronic (games, ereaders)				418	405
Total				242,552	245,132
Library Programs	Jul-22	Jul-21	% change	2021-22	F-Y-T-D
Programs	33	39	-15.4%	370	33
Program attendance	1,125	990	13.6%	7,464	1,125
Outreach Programs	3	2	50.0%	59	3
Outreach Attendance	632	588	7.5%	5,523	632
Circulation	Jul-22	Jul-21	% change	2021-22	F-Y-T-D
Adult fiction	14,853	13,068	13.7%	143,462	14,853
Adult non-fiction	7,375	6,525	13.0%	78,344	7,375
Adult audio	4,693	4,446	5.6%	54,406	4,693
Adult video	6,418	6,334	1.3%	76,698	6,418
Adult magazines	1,425	1,438	-0.9%	17,895	1,425
Young adult fiction	1,857	2,090	-11.1%	18,283	1,857
Young adult nonfiction	110	164	-32.9%	1,423	110
Young adult audiobooks	260	227	14.5%	2,655	260
Children's fiction	13,669	12,254	11.5%	134,624	13,669
Children's non-fiction	3,506	2,865	22.4%	35,166	3,506
Children's audiobooks	1,286	1,198	7.3%	12,961	1,286
Children's video	531	764	-30.5%	7,053	531
Children's magazines	0	1	-100.0%	1	0
Electronic (games, ereaders)	804	469	71.4%	6,320	804
Total	56,787	51,843	9.5%	588,614	56,787
Interlibrary Loan	Jul-22	Jul-21	% change	2021-22	F-Y-T-D
Borrowed from others	6,746	6,540	3.1%	77,607	6,746
Loaned to others	4,342	4,860	-10.7%	52,068	4,342
Miscellaneous	Jul-22	Jul-21	% change	2021-22	F-Y-T-D
Visits to our home page	38,482	39,606	-2.8%	455,145	38,482
Public use of meeting rooms	18	10	80.0%	339	18
Public meeting attendance	122	83	47.0%	4,091	122
Staff use & library programs	38	0	n/a	190	38
Study room sessions	293	160	83.1%	3,279	293
Tech room/ Studio use	5	0	n/a	16	5
Door count	14,864	12,905	15.2%	153,368	14,864
Registered BPL borrowers	122	152	-19.7%	931	122
Computer signups	933	515	81.2%	9,435	933
Museum Pass use	158	191	-17.3%	1,166	158
E-book use	6,023	5,867	2.7%	67,489	6,023
E-audiobook use	4,017	3,646	10.2%	43,805	4,017
E-magazine use	1,142	1,160	-1.6%	14,492	1,142
Streaming video use	1,257	1,414	-11.1%	16,022	1,257
BCSD use via Overdrive	20	57	-64.9%	1,668	20
Equipment	315	289	9.0%	2,524	315
Wireless Use	10,414	8,983	15.9%	103,660	10,414

Recent Electric Usage by Month (2016-2022)



Recent Gas Usage by Month (2016-2022)



Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

BYLAWS

Article I—Name

This organization is and will be known as Bethlehem Public Library, existing by virtue of the provisions of the Absolute Charter Number 9827 granted by the Regents of the University of the State of New York on November 22, 1968, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter. Original charter 2745 was granted by the Regents of the University of the State of New York on September 10, 1931. The charter was amended by the Board of Regents on December 16, 1994 to increase the maximum authorized number of trustees from five (5) to seven (7), and to recite in the charter that the library's service area is coextensive with the Bethlehem Central School District.

Article II—Mission statement

Bethlehem Public Library serves the residents of the Bethlehem Central School District and the surrounding Capital Region of Albany, New York. As a leader in the library community, Bethlehem Public Library provides equal and uncensored access to ~~resources in~~ information in a variety of formats to enhance and encourage professional growth, lifelong learning, cultural enrichment and quality of life.

Article III—Board of trustees

Description

The business and affairs of Bethlehem Public Library will be managed and conducted by a board of trustees consisting of seven (7) members elected by the voters of the Bethlehem Central School District.

Qualifications

A candidate for the board of trustees must be a resident of the Bethlehem Central School District ~~and~~ at least 18 years of age, and a citizen of the United States. Upon election to the board of trustees, a trustee must take the oath of office and without delay, complete a conflict of interest form. Conflict of interest forms must be completed annually.

Terms of office

Except for instances of special appointment or election as described in *elections and special appointments* below, terms of office will end on June 30 of the fifth year following election.

Attendance

Any trustee who fails to attend three (3) consecutive regular meetings of the board without a valid excuse will be deemed to have resigned as trustee, and the vacancy will be filled in the manner of *elections and special appointments* as described below.

Elections and special appointments

~~Beginning in 2005, vacancies on the board of trustees will no longer be filled as separate and seat-specific. A vacant seat that results from the expiration of a full term~~ will be filled by the highest vote-getter ~~from the election related to the annual budget~~. If an election is held to fill a seat for a full five (5)-year term in addition to a seat for an unexpired term of less than five years, the highest vote-getter will fill the full term, the next highest vote-getter will receive the shorter term.

Vacancies which occur for reasons other than expiration of a full term may be filled by board appointment until the June 30 immediately following the next annual election. At that election, the board member elected to fill the vacancy will serve a partial term beginning on July 1 and ending on the last day of the departed trustee's term.

The board will make every effort to fill a vacancy which occurs more than three (3) months before the next election. A candidate may be appointed by majority vote of the board at a regularly scheduled board meeting, or the board may choose to conduct a formal search by soliciting applications from residents of the community.

Article IV – Officers

Officers

The officers of the board of trustees will be ~~a~~ president, ~~a~~ vice-president, ~~a~~ secretary, ~~a~~ treasurer, and ~~the director, an assistant treasurer~~. The treasurer and director serve as nonvoting officers of the board. In any given year the trustees may consider additional vice presidents or other officers as the board deems fit.

Election of officers

The nominating committee will present a slate of officers to be elected at the July meeting. Additional nominations may be made from the floor. ~~The vote for officers will be by secret written ballot~~ if two (2) or more trustees have been nominated for one office the election will be held by open vote. Trustees must achieve a majority of votes in order to be elected as an officer.

Terms of office

Officers will serve a term commencing from the date of their election until their successors are elected at the next July meeting.

President

The president will preside at meetings of the board, appoint committees, execute documents authorized by the board, serve as ex-officio member of all ~~committees~~ committees except the

~~nominating committee~~, represent the board before the public if no other person is designated, and generally perform all duties associated with that office. The president cannot serve on the nominating committee.

Vice-president

The vice-president shall assist the president in the duties noted above. ~~i~~In the event of the absence or disability of the president or a vacancy in that office, the vice-president will assume and perform the duties and functions of the president.

Secretary

The secretary will see that a true and accurate record is kept of all meetings of the board, issue notice of all regular and special meetings, ~~sign bank reconciliations, personnel reports, budget change resolutions and transfers~~, and perform other duties generally associated with that office. ~~An assistant secretary may be selected by the board to act for the secretary when the secretary is unavailable.~~

Treasurer

The treasurer, a board appointed position, is a nonvoting officer of the board. Duties include signing checks, reviewing monthly financial statements, ~~will signing~~ all payroll journals and check warrants—monthly financial statements after their approval by the board, and ~~perform~~performing other duties generally associated with that office. ~~The assistant treasurer will act for the treasurer when the treasurer is unavailable.~~

UHLS representative

The library board of trustees will recommend a representative to the Upper Hudson Library System board of trustees. ~~A board appointed representative will attend all meetings of the Upper Hudson Library System board of trustees, serve on UHLS standing committees as required, and.~~ Such representative will regularly report to the board on UHLS activities.

Article V—Meetings

Regular meetings

Regular board meetings will be held monthly, usually on the second Monday. ~~Written notice will be sent to all trustees and a p~~Public notice of these meetings will be posted according to law.

Special meetings

Special meetings may be called by the secretary at the direction of the president, or at the request of at least two (2) trustees, only for the transaction of business as stated in the call for the special meeting.

July Organizational meeting

The board meeting in July is the first regular meeting of the fiscal year. In addition to conducting regular business, it is designated for the election of officers, and all other organizational business for the coming year.

Quorum

A quorum for the transaction of business at any meeting will consist of four (4) in-person trustees. In the absence of a quorum, the trustees present will adjourn the meeting to a date determined and written notice will be sent to all trustees. In special circumstances, a phone or email poll of the trustees may be conducted to enact items of business requiring immediate action. Such actions must be confirmed at the next regular meeting. A trustee may participate in any meeting virtually; however, a trustee's virtual participation shall not count toward a quorum. Trustees shall make their best efforts to notify the President of their intention to participate virtually in a specific meeting at least 24 hours prior to the meeting, absent exigent circumstances.

Executive session

All regular meetings of the board of trustees are open to the public as specified in New York State Open Meeting Law. Executive session may be held when necessary to discuss litigation, contract negotiation and/or personnel or any other matter allowed by Open Meeting Law. Executive session must be approved in open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.

Agenda

The business for regular meetings will include, but not be limited to, the following items. The president may vary the order of business.

- Call to order
- Public participation
- Approval of previous month's minutes
- Financial report
- Director's report
- UHLS report
- Old business
- New business
- ~~President's report~~
- ~~Officers' reports~~
- Public participation
- Adjournment

Public participation

As parts of its agenda, the board will provide two periods for citizen comment at the beginning and end of the meeting, each not to exceed fifteen (15) minutes. The first, at the beginning of the order of business, is available for any concern to be addressed. The second, at the end of the meeting, is reserved for comment related to the meeting's agenda. The board reserves the right to limit the amount of time each citizen may speak. Citizen comment may be submitted in writing or via electronic means to be read at the meeting. Commenters are expected to adhere to the library's Patron Conduct Policy.

Article VI – Committees

Standing committees

The president will appoint trustees to serve on any of the four (4) standing committees of the library board: nominating, building, finance and personnel. Other standing committees will be appointed as the business of the board may require. Committees will consist of one or more members and will be considered discharged upon completion of the term of office of the president.

Nominating committee

A nominating committee composed of two at least (2) members ~~will to~~ be appointed by the president after the ~~school-library~~ district election to designate a slate of officers to be elected at the July meeting. The president cannot serve on the nominating committee.

Building committee

The building committee will periodically inspect the physical plant of the library and report important matters to the board with recommendations for improvements or correction. Trustees on this committee may be called upon to assist in the development and execution of building projects.

Finance committee

The finance committee will generally oversee the financial affairs of the library. The primary responsibility of this committee will be to work with the ~~director-treasurer~~ and any other designated staff members on the preparation and execution of the annual library budget.

Personnel committee

The personnel committee will prepare an annual performance evaluation of the director and periodically review with the director the personnel policy, job descriptions and salary structure. Trustees on this committee may assist in the development of materials related to other library positions created by the board of trustees as needed.

All committees will make a progress report to the board as necessary. No committees shall have other than advisory powers unless the board delegates specific power to act on its behalf, pending a subsequent meeting of the board for confirmation.

Article VII—Director

Appointment

The board will appoint a qualified library director who will be the executive and administrative officer of the library, acting on behalf of the board and under its review and direction.

Responsibilities

The director will be responsible for: proper specification of duties, direction and supervision of staff; care and maintenance of library property; adequate and proper selection of library materials in keeping with stated policies established by the board; efficient service to the public; and operation within the budget appropriation.

Authority

The director will have the authority to ~~appoint~~select, promote or dismiss all employees. Such employment actions changes are reported at the next regular board meeting and are subject to approval by the board of trustees.

Board meetings

The director or the director's designee will attend all meetings of the board of trustees, may participate in discussion and offer professional advice, but cannot cast a vote.

Article VIII—Parliamentary authority

The rules contained in the current edition of *Robert's Rules of Order* will guide the business of the board in all matters to which they are applicable and in which they are not inconsistent with these bylaws.

Article IX—Amendments

These bylaws may be amended at any regular meeting of the board of trustees by a majority vote, provided the amendment has been submitted in writing and included in the meeting materials at at the previous regular meeting. An amendment to the bylaws shall require a public posting and publication through various means.

Adopted: July 12, 1976

Amended: September 14, 1978
November 12, 1985

January 14, 1986

Reviewed: February 14, 1994

Amended: October 11, 1994

Revised: August 14, 1995
July 16, 2001
April 14, 2003 (trustee vacancy)
June 10, 2004 (at-large elections)
July 11, 2011
August xx, 2022

Date of next review:

No later than fiscal year 2025



Prepared for Bethlehem Public Libraries, Jennifer Rutherford

Prepared by Jesse Pearce, InStream LLC

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Phone 629.209.2500 Website www.instreamllc.com

Quote number 135 Date July 19, 2022 Valid until August 12, 2022 at 11:00AM

Bethlehem Public Libraries Personnel File Conversion

Customer Information

Bethlehem Public Libraries

451 Delaware Ave

Delmar, NY 12054

Statement of Work - Conversion

This outlines the specifics of this project and the responsibilities of InStream LLC as your document conversion provider.

1. Nine (9) standard-sized boxes contain an estimated 56,700 images.
2. Transportation of all documents to our secure facility in Buffalo, NY.
3. Storage for all documents in our DOD vault before and after processing.
4. Remove staples and paper clips and prepare the documents for scanning.
5. Scanning and conversion of documents to 300DPI images.
6. Quality assurances be done for all images.
7. Storage of scanned images on dedicated USB Flash Drive.

Personnel File Scanning (Per Page)	0.12 x 40,000 4,800.00
Application Setup Fee (One Time)	250.00 x 1 250.00
CD Storage Disc	150.00 x 1 150.00
USB Flash Drive	150.00 x 1 150.00

Total

~~\$3,4~~50.00

Terms & Conditions - Conversion

1. Prices are subject to final review by InStream management.
2. Pricing will be set at a standard rate prior to project start and will be priced per image converted.
3. Billing will be monthly based on the prior month's image volume.
4. All pricing is valid until the expiration date on this quote.
5. Prices are in U.S. dollars. Travel and Per Diem are not included in this quote.
6. Taxes and shipping will be billed as applicable.
7. The electronic acceptance of this quote is the equivalent of a wet signature.
8. All sales are final.

Bethlehem Public Library Board Meetings 2023 (start time 6pm/DRAFT)

January 9

February 13

March 13

April 10 (Passover/School vacation
week)

May 8

June 12

July 10

August 14

September 11

October 10 (Tuesday)

November 13

December 11



Long range services plan interim update August 2022

Strategic Initiative	To be started	In process	Completed	Additional Actions
∅ Inclusion and Equity: Welcome Initiatives				
Create physical and virtual welcome packets for new library card holders			x	
Provide welcome packets for new BCSD families in partnership with school district	x			
Translate welcome materials into Mandarin Chinese and Spanish			x	
Evaluate library signage and standardize	x			
∅ Inclusion and Equity: Focus on perspective				
Complete diversity audits in collection materials		x		
o Purchase software services for evaluation			x	
o Review collection development and materials purchasing to meet gaps identified through diversity audits		x		Librarians are being more intentional in purchasing items that support diversity (adult fiction and picture book collections in particular).
Investigate library use trends by patron demographics and residential location. Compare to use prior to pandemic		x		
Expand percentage of total library card holders above current rates (74%)	x			Marked for first benchmark review December 2022
Increase percentage of active card holders each month (above 20%)	x			
Establish targeted populations to build new user groups	x			
∅ Inclusion and Equity: Staff Training				
Invest in diversity and inclusion trainings, social work informed staff training, and programs to work with and for all library users		x		In process. Always ongoing.
Encourage staff participation in national conferences or other opportunities	x			
∅ Inclusion and Equity: Accessibility				
Continue to market, increase, and amplify Books to People home delivery book and materials service		x		Kristen continues to market this service and we have had a few new people in the last several months. We need to start promoting and referring it as our Home Delivery Service. What is Books to People?
Cultivate increased e-content and add more usable interface for integrated digital content, readalikes and NovelList suggestions (separate Encore installation)	x			

Analyze, evaluate, and address barriers to access and use		x		Fine free lending started.
o Online library card registration	x			Create ad hoc group for this? (yes, circ focused. Who?)
o Language used in overdue and holds notifications	x			Create ad hoc group for this? (yes, circ focused. Who?)
o Evaluate incentivized material return		x		
Hire an agency to perform physical accessibility audit for library space	x			
Programming Focus: Inclusion and Equity				
Create more intergenerational and cohesive programs and experiences		x		
Implement diversity and inclusion metric for all programming	x			
Offer timely, proactive programs based on current events		x		example is the Ukraine Crisis panel
Make programming accessible to more populations (in-person and virtual)		x		Addition of the collaborative author talks, sensory friendly programs, programs designed with neurodivergent people of all abilities in mind, and continuing to offer virtual programs.
Ø Educate and Prepare: Job Readiness				
Identify external job readiness programs for new graduates and job seekers		x		Offered a program on the Low-Cost or No-Cost Education and Training Options from the NYS Department of Labor Future of Work team (6/27).
Formalize volunteer coordinator and alternative pathways to employment role at library		x		position posted applications being sought. Working with Albany County Civil Service to confirm classification
Ø Educate and Prepare: Technology Literacy				
Increase digital literacy on current software applications through one-on-one, point-of-need assistance and scheduled classes		x		
Provide access to and training on new and emerging technologies using targeted technology donations		x		
Purchase and invest in technology and training for digital reformatting available in the studio makerspace and for circulation		x		Maker space re-opening. Digital reformatting programming offered
Ø Educate and Prepare: Early and Literacy				
Offer caregiver specific training, programs, and resources on early literacy	x			
Market early literacy tips for caregivers through social media, newsletter, and printed media	x			
Establish tools to effectively support the transition from Pre-kindergarten to Kindergarten	x			
Programming Focus: Educate and Prepare				
Present classes that help develop life skills	x			
Offer financial literacy and planning programs	x			

Promote workforce development opportunities		x		Offered a program on the Low-Cost or No-Cost Education and Training Options from the NYS Department of Labor Future of Work team (6/27).
Provide educational enrichment (including local interest, environment, sustainability, history)		x		Electric car program, USS Slater, Erie canal, BHA speaker series.
Collaborate with and promote a connected, sustainable, and resilient community	x			
Offer a variety of cooking classes		X		Lebanese cooking programs (held in May and June)
Ø Sustain and Connect: Technology Infrastructure				
Investigate municipal Wi-Fi options and increased library-provided Wi-Fi access points		x		Holding off on expansions due to high cost of trenching fiber optic line. Continue to apply for grants from new assembly and senate offices. Recent work with Five Rivers to have trenching performed by NYS
Invest in power access points outside the library and throughout library grounds	x			
Explore purchase and installation of a generator or building-level backup battery	x			
Investigate Wi-Fi continuity for disaster preparedness using satellite internet and portable network kits (PNK)		x		Grant application to Paul Tonko's office
Connect state-level broadband access programs to local library-provided resources		x		participated in digital divide marketing program via UHLS
o Provide Chromebooks for \$15/month broadband users	x			
o Market state and federal broadband access initiatives		x		Sharing Affordable Connectivity Program information in all circulating wifi hotspots
Ø Sustain and Connect: Resiliency				
Pursue NYLA Sustainable Library Certification	x			
Offer at least one environmental program each quarter		x		Backyard composting (June), DIY Eco-Friendly cleaners, Climate change panel, Harvesting, Saving, & Planting seeds, Composting with worms
Support financial, environmental, and human-centered sustainability in program, resource, and service offerings	x			
Ø Sustain and Connect: Outreach				
Expand pop-up library and off-site programming	x			Staffing issues have delayed expansion.
Develop role of outreach coordinator and hire new position	x			Not in the current budget to complete.
Increase connections with homeschool families and virtual learners	x			
Establish and build connections for early literacy outreach libraries and resources at non-traditional locations; plan for necessary materials, kits, flyers, and furniture	x			
Purchase and launch mobile pop-up library vehicle	x			
Strengthen school outreach, community connections, and partnerships	x			
Programming Focus: Sustain and Connect				
Caregiver support				
Health and wellness events and programming		x		a Mantras and intention bracelet (May)

o Including a memory café, circulating memory kits, VR technologies	x			
Social programming (engaging and interactive programs such as trivia, social cafes, games)		x		Trivia (virtual - May), D&D (teens / adults), craft social night (June)
Ø Marketing Focus				
Develop new marketing plan to increase awareness of long-range plan concepts and goals for staff and the public		x		
Evaluate and maximize impact of marketing to current users and develop new audiences	x			
Focus on promotion of services/collections (market important goal seasonably or weekly)	x			
Encourage and establish procedures for effective peer-to-peer marketing (talking points and wildly important goal (WIG))		x		Used talking points for peer-to-peer marketing with fine-free launch.
Create a crisis communication response team and procedures	x			
Prepare for a shift to a self-broadcasting content model		x		Established e-newsletter and self-contained columns, along with Footnotes are now the primary means that people are using to get news about library events, based on calendar software feedback.
Integrate marketing activities with existing outreach	x			Researching easy to-go marketing tools for outreach events.
Update website to maintain consistency and accessibility and maximize user experience		x		Web committee has been working on updating the About Us page and making more accessible.
Increase social media presence through marketing calendar and staff input/participation	x			
Social media marketing for some regional literary library events	x			