

## **Library Board Minutes**

July 9, 2018

Bethlehem Area Public Library

President Sharon Yoshida called the meeting to order at 7:00 p.m.

ATTENDING: City – Jane Gill, Cathy Reuscher, Emil Signes, Sharon Yoshida  
Bethlehem Township – Malissa Davis, John Merhottein  
Fountain Hill – Annamarie Jordan  
Hanover Township – Jamie Paxton

Staff – Josh Berk, Kate Racculia, Matthew Rothfuss  
Other – Terence Faul (King, Spry, Herman, Freund & Faul)

ABSENT: City – Olga Negrón, Marie Sterlein, Julie Zumas  
Staff – Erin Poore

The Board welcomed two new members: Jamie Paxton from Hanover Township, and Malissa Davis from Bethlehem Township.

Kate Racculia, Development and Marketing Specialist, was formally introduced to the Board.

A presentation was given by Matthew Rothfuss. Matthew gave a very informative overview of BAPL's new website, pointing out many new features and the ease of use for all visitors to the site.

**APPROVAL OF MINUTES:** Jane Gill made a motion to approve the May minutes with a second by Jamie Paxton. The motion was approved with Malissa Davis abstaining.

**APPROVAL OF OPERATING FUNDS:** A motion was made by Annamarie Jordan with a second by Emil Signes to approve the May Operating Funds. The motion was passed unanimously.

### **DIRECTOR'S ORAL REPORT:**

1. Director Berk met with Liza Holzinger who presented him with a check for \$1,500 from a generous patron.
2. Lafayette College reached out with an offer to donate six iMacs to the library.
3. Director Berk received a check in the amount of \$200,000 from an anonymous foundation. He will work with the Finance Committee to develop options for utilizing this amazing gift.

4. Bids were put out for work in the Cohen Room. One bid received for the removal of asbestos and demolition was for \$44,000. The contractor believes this is too high, and the library should put it out for bid again. The second bid received was for general contracting in the amount of \$200,000.
5. Director Berk reported 1,188 children signed up for the Summer Reading Program, a record number.

#### **REPORTS:**

1. City of Bethlehem – Cathy Reuscher informed the Board that her family will be moving out of the area, and this will be her last meeting. The Board thanked Cathy for her valuable service and wished her well. She will be missed.
2. Bethlehem Township – Director Berk and John Merhottein met with a structural engineer to determine weight capacity for the Coolidge Building. The Moravian Book Shop donated shelves, desks, and racks which can be used for the site. When Freemansburg council was approached, they were not interested in pursuing a relationship with the library at this time.
3. Fountain Hill – Community Day was held on June 9. The library was represented by Kate Racculia, who brought information, crafts, and smiles. She charmed everyone she met and the day was a smashing success. Plans for a book drop in the Borough will be developed.
4. Hanover Township – none
5. Friends of the Bethlehem Area Public Library – none

#### **COMMITTEE REPORTS:**

1. Strategic Planning Commission: President Yoshida urged the Board members to let Julie Zumas know of their availability for the 2½ hour Strategic Planning meeting to be held in the near future.
2. Marketing, Advertising, and Education: The education of our patrons is a very important goal of this committee. Malissa Davis suggested a speaker from the library visit the senior group that meets in Bethlehem Township to explain the many services we provide.
3. Finance Committee: There has been a restructuring of this committee. The participating members are Jane Gill, John Merhottein, Olga Negrón, and Jamie Paxton. The topic of merit pay will be handled by this committee.

4. Human Resources Committee: Jane Gill is working on improved orientation and education for new Board members. Emil Signes has collected various job descriptions for library directors and some models for evaluations of directors.

**OLD BUSINESS:**

1. Beginning in September, the Board will meet every month. The meeting will start at 6:00 p.m. The September meeting will be held at the Coolidge Building in Bethlehem Township.
2. President Yoshida is still working on improving parking conditions at the library. Having yellow lines painted to identify specific parking spaces would be an improvement.

**NEW BUSINESS:**

None

A motion was made to adjourn to Executive Session by Cathy Reuscher. The meeting was adjourned to Executive Session at 8:07 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary