

Library Board Minutes

November 12, 2018

Bethlehem Area Public Library

President Sharon Yoshida called the meeting to order at 6:00 p.m.

ATTENDING: City – Anne Felker, Jane Gill, Emil Signes, Sharon Yoshida, Julie Zumas
Bethlehem Township – John Merhottein
Fountain Hill – Annamarie Jordan
Hanover Township – Jamie Paxton

Staff – Josh Berk

Other – Terence Faul (King, Spry, Herman, Freund & Faul)

ABSENT: City – Olga Negrón, Marie Sterlein
Bethlehem Township – Malissa Davis
Staff – Erin Poore

COURTESY OF THE FLOOR: President Yoshida shared her experiences in L.A. on a walking tour of the Los Angeles Public Library and presented an interesting article from the New York Times titled, "In Praise of Libraries." She suggested that in future months, Board members take a turn sharing a bit of library related information at the beginning of each meeting.

APPROVAL OF MINUTES: Julie Zumas made a motion to accept the October minutes, seconded by Anne Felker. The motion was approved unanimously.

APPROVAL OF OPERATING FUNDS: A motion was made by Annamarie Jordan and seconded by Jane Gill to approve the September Operating Funds, subject to audit. The motion was passed unanimously.

DIRECTOR'S ORAL REPORT:

1. Hispanic Heritage Month was a successful event. Julie Zumas suggested PBS as a future sponsor.
2. The Book Sale total of \$11,975.16 was the highest on record. A box of rare books was donated to the library. To date six books have been sold for a total of \$2,000.
3. The October Frankenstein Book Read Along (FrankenReads) was a fun event. A number of people are excited about being involved in similar events in the future. A Holiday Book Read is being planned, as well as a tribute to Walt Whitman in 2019. A suggestion was made to consider having this be a traveling event, visiting various locations in the area.

4. Bike Bethlehem's numbers were down considerably, possibly due to inclement weather and more locations.
5. The Book Group from the Moravian Book Shop has moved to the library.

REPORTS:

1. City of Bethlehem – none
2. Bethlehem Township – none
3. Fountain Hill – Some animated discussion took place at a council meeting concerning the 5% rate hike. Director Berk provided a very detailed report of Fountain Hill's participation and usage for council. All is well.
4. Hanover Township – A discussion was held about the Kiosk located in the Township and its usage. Director Berk described various new and improved versions of 24/7 libraries.
5. Friends of the Bethlehem Area Public Library – President Yoshida reported on the Friends fundraiser for 2019. It will be held on April 26, 2019, from 7 to 9 p.m. The theme is "Cabaret" and sparkling libations and scrumptious desserts will be served. The Friends annual meeting will be held on November 14. The election of officers will be held.

COMMITTEE REPORTS:

1. Strategic Planning Committee: Julie Zumas reported they are waiting for a grant from the Lehigh Valley Community Foundation. Plans will then be made to form a Governance Committee to create new By-laws, etc.
2. Evaluation Committee: Goals will be set with Director Berk. Evaluation will include a combination of random interviews with employees and progress of the Director's goals.

OLD BUSINESS:

1. Attorney Faul met with the City to determine what is needed to complete asbestos removal. A Performance Bond needs to be obtained for an additional cost that was not included in the original bid. He is waiting to hear from the Public Works Director and will then contact the contractors. A two-week notification is necessary before starting the asbestos removal.
2. Attorney Faul presented the Memorandum of Understanding for the Coolidge Building in Bethlehem Township. A motion was made to accept the MOU by John Merhottein, and seconded by Emil Signes. The motion passed unanimously.

NEW BUSINESS:

1. A motion was made by Annamarie Jordan to approve the 2019 Proposed Meeting Dates, and seconded by Julie Zumas. The motion was passed unanimously. The 2019 Meeting Dates are as follows:

Mondays – 6:00 P.M. Main Library

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August (No Meeting)

September 9

October 14

November 11

December 9

2. Director Berk led the discussion of the 2019 Budget. A 2% increase in wages, additional library hours, and more new materials were reflected in the numbers. He explained that the Library historically operates in Capital Campaign Mode except for Buy-A-Book, Book Sales, and the Annual Appeal Campaign. The Endowment Fund is set aside for long-term usage. Some suggestions for 2019 were to request funding for small goals, hire a full-time fund developer, and bring in a professional fundraiser for special events. The 2020 Census was briefly discussed as to its impact on the Library. A motion was made by Anne Felker and seconded by Julie Zumas to accept the 2019 Budget. The motion was passed unanimously.
3. A Nominating Committee, for the 2019 Election of Officers, was formed with Jamie Paxton and Emil Signes serving.

A motion was made to adjourn to Executive Session by Jane Gill at 7:10 p.m.

The Board returned to regular session at 7:20 p.m. A motion was made by Annamarie Jordan and seconded by Anne Felker to amend the 2019 Budget to reflect a 5% salary increase for the Executive Director. The motion passed unanimously.

A motion was made to adjourn by Jane Gill at 7:30 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary