

## **Library Board Minutes**

October 8, 2018

Bethlehem Area Public Library

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

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

Staff – Josh Berk

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

ABSENT: City – Anne Felker, Olga Negrón, Marie Sterlein  
Staff – Erin Poore

**APPROVAL OF MINUTES:** Annamarie Jordan made a motion to approve the September minutes, seconded by Jane Gill. Julie Zumas abstained. The motion was approved.

**APPROVAL OF OPERATING FUNDS:** A motion was made by Jamie Paxton and seconded by Jane Gill to approve the August Operating Funds, subject to audit. The motion was passed unanimously.

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

Director Berk declared it a "Good News Report" and so it was.

1. Vernon Library Supplies, after deciding to close their doors, stayed opened for one more year, donating their profits to help libraries across America. Janine Santoro, from the South Side Branch, applied for and received money to fund a free, vocational English as a Second Language (ESL) program for our immigrant population. It is a great success and is held once a week at the South Side Branch.
2. Ten thousand dollars of equipment has arrived for the new Media Lab/Recording Studio that will be installed on the ground floor of the Main Library. This project, funded by Lehigh University, will be an exciting addition to the many services offered at BAPL.
3. BAPL Publishing proudly introduced Matt Wolf's new book of poetry. Papers received by the library from the estate of Bob Cohen included many of his poems and writings. Selected poetry will be published by BAPL to benefit the Cohen Room.

4. The new "retired" bookmobile has been purchased, and we are waiting for billing and delivery. Some discussion was held as to possible locations for this new asset.
5. The overall increase in the Bookmobile's usage was discussed. Some factors included 2018 being a "healthy year" as opposed to 2017 being a "damaged year" due to the many repairs needed that kept the Bookmobile out of service for a period of time.
6. President Yoshida questioned Director Berk on the Hilda Doolittle Project, specifically the fundraising for Ms. Doolittle's portrait. Director Berk told the Board that it is a crowd-funded project as part of the Finding HD initiative, which involved Lehigh University and other community partners.

## **REPORTS:**

1. City of Bethlehem – Jane Gill noted that book kiosks are popping up on the West Side of Bethlehem...take a book...leave a book...cool!
2. Bethlehem Township – The Coolidge Building Project is moving right along. Director Berk, John Merhottein, and Malissa Davis combined to present an update on the progress and potential costs. Outreach Librarian Regina Kochmaruk will manage the main station of the satellite library. Start-up IT equipment costs should come in around \$5,500. Renovations to the building will be borne by the Township. Shelving was donated by Moravian Book Shop and other organizations have offered donations as well. BAPL will deliver and the Township will assemble the shelves. There will be a rotating collection at Coolidge, similar to the Bookmobile. Patrons can request books and pick them up at Coolidge. The estimated times of operation will be three days a week, four hours a day. Regina will compose a questionnaire for residents to comment on the most convenient times to use the satellite library. A Non-Binding Memorandum of Understanding will be drafted by Attorney Faul, Director Berk, and Township Board members. Attorney Faul will circulate a paper draft to the trustees to be discussed at the next Board meeting.
3. Fountain Hill – none
4. Hanover Township – Jamie Paxton reported the township is curious about BAPL's 2019 Budget. Director Berk said the budget is late this year. Various circumstances have delayed the process, but it will be ready for discussion shortly.
5. Friends of the Bethlehem Area Public Library – President Yoshida reported the Friends are moving in a different direction for their annual fundraiser. A lecture with cocktails and a silent auction is being considered. The Friends are working on a survey to determine what will interest people in the future.

## **COMMITTEE REPORTS:**

1. Strategic Planning Committee: Julie Zumas reported the consultant who conducted the trustee seminar brought up many areas where the lines have become blurred. As we move forward, the Board will work on definition and clarity in our respective roles as trustees.

## **OLD BUSINESS:**

1. Mark Metzger from Cornerstone Consulting Engineers & Architectural, Inc. gave a presentation on the progress of the Cohen Room. The sole bid for asbestos removal was too high and rejected by the Board. A bid extension for new estimates is in place. Mohawk Contracting and Development's bid of \$257,000 is viewed as good. Mark proposed a less expensive alternative to the glass doors originally chosen. They will fit in nicely with the design. Privacy blinds can be added at a later date to accommodate two different programs that would be held simultaneously.
2. A motion was made to accept Mohawk Contracting as the General Contractor for the project by Julie Zumas and seconded by Jamie Paxton. The motion passed unanimously.

## **NEW BUSINESS:**

1. Director Berk announced he is the new host of Scholastic Scrimmage. A hearty round of applause accompanied his announcement.
2. It is time to form a Nominating Committee for the 2019 Election of Officers. A discussion was held about building some committees with members of the general public.

A motion was made by Jane Gill to adjourn. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary