

Library Board Minutes

January 14, 2019

Bethlehem Area Public Library

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

ATTENDING: City – Anne Felker, Olga Negrón, Sharon Yoshida, Julie Zumas
Bethlehem Township – Malissa Davis, John Merhottein
Fountain Hill – Annamarie Jordan
Hanover Township – Jamie Paxton

Staff – Josh Berk

Other – Karly Biggs-Sebia (King, Spry, Herman, Freund & Faul)

ABSENT: City – Jane Gill, Emil Signes, (open)
Staff – Erin Poore

COURTESY OF THE FLOOR: Our usual Courtesy of the Floor was replaced by a tour of the brand new BAPL Recording Studio. Matt Molchany, who will oversee this exciting new addition to our library, explained the various state of the art technologies that will be featured in the studio.

NOMINATING COMMITTEE: The Nominating Committee presented a slate of candidates for the year 2019. The election of officers for 2019 was held. The following officers were elected:

President - Sharon Yoshida
Vice President - Jane Gill
Secretary - Annmarie Jordan
Treasurer - Jamie Paxton

APPROVAL OF MINUTES: Malissa Davis made a motion to accept the December minutes, seconded by Olga Negrón. The motion was approved unanimously.

APPROVAL OF OPERATING FUNDS: A discussion was held on some line items, including reduced overdue fees and book rentals, PayPal details, telephone rates and rebates. A motion was made by Julie Zumas and seconded by Jamie Paxton to approve the November Operating Funds, subject to audit. The motion was passed unanimously.

DIRECTOR'S ORAL REPORT:

1. Director Berk reported the library has received lots of press in the month of November, featuring BAPL BOOKS, the Book Sale and the Ornament Fundraiser. 2018 has been a very good year for the library.

REPORTS:

1. City of Bethlehem – Olga Negrón reported City Council had no negative reaction to the 2019 Budget increase.
2. Bethlehem Township – John Merhottein and Malissa Davis reported the Coolidge Building Satellite is moving right along. The Memorandum of Understanding (MOU) has been signed. Director Berk has purchased furniture from the Lower Macungie Library that will be used at Coolidge. A survey will be sent to the residents in the future to determine their preferences in relation to the new facility.
3. Fountain Hill – Annamarie Jordan reported the Borough's Executive Administrator, Anthony Branco, and the Public Works Supervisor, Jason Quarry, will be looking at various locations in the borough to place the "new" Bookmobile, if it is placed in the Borough. They will be checking it out at the City Garage in the coming days. Matt Wolf, who is a Fountain Hill resident, will be the coordinator for this project.
4. Hanover Township – none
5. Friends of the Bethlehem Area Public Library – President Yoshida reported the Friends Annual Fundraiser will be a Cabaret, including four acts with respites between to allow the guests to view and bid on the Silent Auction items. The date will be announced soon. President Yoshida suggested a joint meeting between the Friends and the Library Board would be beneficial.

COMMITTEE REPORTS:

1. Governance Committee: Julie Zumas reported a Code of Conduct is being worked on. One suggestion was made to formulate a Library Board Member Agreement that would be signed every year by all of the trustees.
2. Strategic Planning Committee: Julie Zumas had a conference call with Cathi Alloway, the Director of the Schlow Library (State College). A discussion was held about possibly hiring Cathi to lead the committee. Some topics to be considered were common objectives and how the Board would be involved. When the committee is ready, someone could be hired to facilitate the process.
3. Finance Committee: A suggestion was made to locate someone in the field of finance, outside of the library, to serve on the Finance Committee. Due to the fluctuation of the stock market and its effect on the library's endowment fund, a motion was made by Anne Felker to approve a one-time variance from our Endowment policy of taking no more than 5% for the year 2018. It was seconded by Jamie Paxton. The motion was passed unanimously.

4. Advocacy and Outreach Committee: Kate Racculia will be asked to co-chair this committee with Annamarie Jordan. Malissa Davis will join.
5. Human Resources: A process will be put in place for the evaluation of the Executive Director. Library goals, a personnel manual, and a policy book were some of the suggestions discussed.

OLD BUSINESS:

1. Cohen Room Construction Contracts. The estimate for both Prism (asbestos removal) and Mohawk (prime construction contractor) have increased. On advice of our legal counsel a motion was made by Anne Felker and seconded by Olga Negrón to authorize the library and its Executive Director to execute the contracts in substantially the forms attached after final review of executed contracts submitted by the contractors. The motion was approved unanimously.

NEW BUSINESS:

None

A motion was made to adjourn by Olga Negrón at 7:15 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary