

Library Board Minutes

February 11, 2019

Bethlehem Area Public Library

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

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

Staff – Josh Berk, Erin Poore

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

ABSENT: City – Olga Negrón
Bethlehem Township – John Merhottein

The City of Bethlehem's newest Library Trustee representative, Joyce Hinnefeld, was introduced and welcomed to the Board.

APPROVAL OF MINUTES: Jane Gill made a motion to accept the January minutes, seconded by Julia Zumas. The motion was approved unanimously.

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

DIRECTOR'S ORAL REPORT:

1. Director Berk reported on the successful results of the Holiday Ornament Fundraiser. BAPL joined with Kindness is Magic to raise \$5,000. An additional \$800 was donated by Trinity Episcopal Church. One-half of the proceeds will be used to eliminate the overdue fees of students from three elementary schools in the Bethlehem Area School District: Lincoln, Thomas Jefferson and Fountain Hill. New cards will be distributed in the schools. Next year the remaining three elementary schools will be the recipients of the fundraiser.
2. The asbestos removal in the Cohen Room will begin on February 18. The library will be closed for the holiday, making this a perfect day to begin.
3. There will be a ribbon cutting at Studio 11, BAPL's new recording studio, on Saturday, February 23, from 2 to 5 p.m.

REPORTS:

1. City of Bethlehem – none
2. Bethlehem Township – none
3. Fountain Hill – none
4. Hanover Township – Jamie Paxton inquired about a BAPL representative at the Township's upcoming Community Day celebration.
5. Friends of the Bethlehem Area Public Library – President Yoshida reported the Friend's annual fundraiser will be held on April 18, from 7 to 9 p.m. in the second floor Children's Room. Valley Variety will feature magic, music, and poetry as well as beverages and desserts. A silent auction will be held with many exciting, fun services and gift cards to win. The Friends are reaching out to local businesses to become corporate members of the Friends. They will be given a decal to display, showing their generous support of the library. Julie Zumas suggested looking into nonprofit membership, as well.

COMMITTEE REPORTS:

1. Finance Committee: Director Berk, Jamie Paxton, and Elissa Wurf met with John Pelcheck, of Philadelphia Trust, to discuss the library's Endowment Funds and how it is invested. Moving funds from the checking account to money market funds would generate interest and could then be moved back. A motion was made by Jamie Paxton and seconded by Malissa Davis to move \$200,000 from the checking account to a money market account. The motion was passed unanimously. A second motion was made by President Yoshida and seconded by Emil Signes to place the Yoshida Endowment Fund into a money market account. The motion was passed unanimously.
2. Governance Committee: The committee has met several times. A variety of topics being discussed are Code of Ethics, By-Laws, and Job Descriptions. Director Berk discussed the online Policy Book.
3. Human Resources Committee: A meeting is scheduled to be held on February 25. Susan McNamara is a potential new member of the committee.
4. Marketing and Advocacy Committee: The committee met on January 28. The first goal set is to reach the offline community. Kate Racculia furnished committee members with a generous amount of printed library materials that have been distributed to various locations. Director Berk has invited Carol Burns, a city resident, to join the committee.
5. Strategic Planning Committee: Julie Zumas discussed the benefits of merging the Strategic Planning Committee and the Governance Committee.

The library will be hiring Cathi Alloway. She will be available in the fall. The committee will put the goals in place from the various committees and will meet with Director Berk to discuss his goals.

OLD BUSINESS:

None

NEW BUSINESS:

1. The Patron Behavior Policy was discussed. Changes to the Lifetime Ban Letter were recommended by Karly Biggs-Sebia, including a gradual scale of bans based on the number of disruptive incidents, ranging from a week to a year.
2. The library will be celebrating the 200th birthday of Walt Whitman on April 20, from 5:30 to 8:00 p.m. Whitman's poem, Song of Myself, will be read aloud by various participants.

A motion was made to adjourn by Emil Signes at 7:17 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary