

## **Library Board Minutes**

March 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, Olga Negrón, Emil Signes, Sharon Yoshida  
Bethlehem Township – John Merhottein  
Fountain Hill – Annamarie Jordan

Staff – Josh Berk, Erin Poore

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

ABSENT: City – Julie Zumas  
Bethlehem Township – Malissa Davis  
Hanover Township – Jamie Paxton

**COURTESY OF THE FLOOR:** President Yoshida shared the marvelous adventure her husband, Ron Yoshida, is on. Ron is hiking through Japan on a pilgrimage, visiting sacred temples across the land. He trained for a year to prepare for this ambitious, wondrous journey. Awesome!

The Board congratulated Director Berk on the new website for Board Members.

**APPROVAL OF MINUTES:** Jane Gill made a motion to accept the February minutes, seconded by Emil Signes. The motion was approved with one abstention by John Merhottein.

**APPROVAL OF OPERATING FUNDS:** A motion was made by Annamarie Jordan and seconded by Olga Negrón to approve the January Operating Funds, subject to audit. The motion was passed unanimously.

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

1. Director Berk reported a situation involving a patron who was issued a 90-day ban notice. The patron was abusive and disruptive, and 30 days after receiving the ban notice, called Director Berk wanting to resolve the problem over the phone. Patrons have the right to appeal ban notices by submitting a letter to BAPL's Board of Trustees. If the proper procedure is not followed, there will be no further action on the appeal.
2. Director Berk gave an extensive, informative presentation of his goals for 2019. Topics included:
  - A. Buildings and Locations
    - a) Basement

- b) South Side Branch - Keystone Grant for elevator
- c) Cohen Room - Asbestos removed, July/August tentative completion date
- d) Coolidge Building, Bethlehem Township - Library is ready to go, materials are on site. July tentative completion date
- e) Permanent Bookmobile, Fountain Hill - In discussion with Borough on details
- B. New Expanding Services
- C. Administrative
- D. Financial
- E. Big Events
- F. Build and maintain relationships with City and Township/Borough officials
- G. State level advocacy
- H. Partnerships
- I. Staff engagement and morale
- J. Statistical goals for 2019
- K. Expand/continue promotional efforts

## **REPORTS:**

1. City of Bethlehem – none
2. Bethlehem Township – John Merhottein will check on dates for completion of the Coolidge Building.
3. Fountain Hill – Annamarie Jordan asked if the Permanent Bookmobile could be driven over to the Borough to see how it will fit in the proposed location. Director Berk doubted it could be, but thought it could be brought over by the City, measured, and brought back.
4. Hanover Township – none
5. Friends of the Bethlehem Area Public Library – President Yoshida reported \$500 has been raised from business memberships. The Friends annual fundraiser, Valley Variety, will be held on April 18 at 7:00 p.m. in the second floor children's room. The Trustees Board are annual sponsors of the event. All checks, made out to Friends of BAPL, may be sent or given to President Yoshida.

## **COMMITTEE REPORTS:**

1. Finance Committee: none
2. Governance Committee: none

3. Human Resources Committee: The urgent goal for this committee is to make sure the Director's evaluation is on time and in good order. The next meeting will be held on March 25 at 6:30 p.m.
4. Marketing and Advocacy Committee: The committee is putting in place a pilot program, reaching out to the senior community. A four-part genealogy series is being developed that can be taken out to various locations. The proposed initial site will be Country Meadows. The title for outreach projects will be "Library Without Borders." The next meeting will be held March 25 at 1:00 p.m.
5. Strategic Planning Committee: The Strategic Planning Committee and the Governance Committee will be combining. A regular meeting date will be set.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. A suggestion was made to have committee reports and meeting dates and times emailed to the Board. If there are any questions, they can be discussed at the next Board meeting.
2. The possibility of renting musical instruments from the library was discussed, and perhaps some lessons could be given.

A motion was made to adjourn by Annamarie Jordan at 7:40 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary