

Library Board Minutes

April 8, 2019

Bethlehem Area Public Library

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

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

Staff – Josh Berk, Erin Poore

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

ABSENT: City – Joyce Hinnefeld, Olga Negrón, Emil Signes

COURTESY OF THE FLOOR: Several Board members shared book recommendations. Beginning the Board meetings in this enjoyable fashion was a regular practice, once upon a time, and hopefully it will continue.

APPROVAL OF MINUTES: Anne Felker made a motion to accept the March minutes, seconded by Jane Gill. The motion was approved with abstentions by Malissa Davis, Jamie Paxton, and Julie Zumas.

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

DIRECTOR'S ORAL REPORT:

1. A Certificate of Recognition for National Library Week was presented to the library by Senator Lisa Boscola.
2. A discussion was held on how to address the safety and security of the library staff. Solutions and the cost of this ongoing problem will be incorporated into upcoming budget planning.
3. April events at the library include Valley Variety on April 18 and Walt Whitman's 200th birthday celebration on April 30.

REPORTS:

1. City of Bethlehem – The City created a patron survey to collect information and asked the library to share it with its patrons. It was suggested that Mr. Ed Gallagher be contacted for information. Mr. Gallagher has a blog, Gadfly, and attends various meetings and events around the City.

2. Bethlehem Township – Malissa Davis reported Steve Huntsberger has a list of work completed and work remaining to be done on the Coolidge Building. The work should be completed by the first week of May and the furniture should be in place by the second week of May. Malissa requested Regina Kochmaruk, our outreach librarian, speak to the Autumn Club about Coolidge. Karly Biggs-Sebia presented the Board with the first draft of the license agreement between BAPL and Bethlehem Township. Some discussion points were an initial two-year period of commitment from both parties, the right to enter the premises with prior notice, and alarm systems.
3. Fountain Hill – Annamarie Jordan reported the Borough is waiting for the final cost estimate of setting up the Non-Mobile Bookmobile. She suggested this lovely new addition to the Borough be named "Books on the Hill." The Board concurred.
4. Hanover Township – none
5. Friends of the Bethlehem Area Public Library – President Yoshida reported tickets were still available for Valley Variety on April 18. Special guests will be Ed and Eleanor Beighe, the couple who led the grand project of moving the library's collection from Market Street to Church Street in the 1960's.

COMMITTEE REPORTS:

1. Finance Committee – Jamie Paxton reported a meeting was held on March 25, 2019. Changing over from BB&T Bank to Embassy Bank was discussed. The committee is happy with the rate of return from Philadelphia Trust. A motion was made by Jamie Paxton and seconded by Malissa Davis to keep the Yoshida Endowment separate and invest as same restricted endowment. A proposal was made to move some funds between the money market and checking accounts to take advantage of interest rates.
2. Governance and Strategic Planning Committee – No meeting was held. The updated Code of Ethics is not ready. The next meeting will be held on May 7.
3. Human Resources Committee – A meeting was held on March 25, 2019. Various components that will be included in the Executive Director's Performance Review and the timeline for gathering information should be completed by the fall. Director Berk, President Yoshida, and Julie Zumas viewed a Webinar "How to Look at an Executive Director's Succession" from the Non-Profit Center, furnished by LaSalle University.

4. Marketing and Advocacy Committee – The committee met on April 8. The goal of the meeting was to view a Webinar on genealogy, Ancestry, Library Edition. The goblins of technology had other ideas, making it impossible to view. The committee was emailed the Webinar to view and will meet again on April 29 to discuss it.

OLD BUSINESS:

1. Director Berk and President Yoshida led the discussion on some of the goals of the Yoshida Endowment Fund, staff education and scholarship being some of the ideas. The Finance Committee will meet with them and bring this to the Board in the future.

NEW BUSINESS:

1. A motion was made by Annamarie Jordan and seconded by Malissa Davis to approve Change Order One and Change Order Two for the Cohen Room.
2. The drawings for the Cohen Room bathroom did not pass code inspection. Specs did not have room for two ADA bathrooms that the Code Inspector insists on. The Architect and Code Enforcement Officer are discussing the changes.

A motion was made to adjourn by Malissa Davis at 7:10 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary