

## **Library Board Minutes**

October 10, 2022

Bethlehem Area Public Library

Meeting conducted virtually via Zoom

President Anne Felker called the meeting to order at 6:04 P.M.

ATTENDING: City of Bethlehem – Anne Felker, Jane Gill, Joyce Hinnefeld,  
G. Christopher Hunt, Rachel Leon, Delia Marrero  
Bethlehem Township – Randi Blauth, Dale Sourbeck

Staff – Josh Berk, Sarah Phillips, Erin Poore

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

ABSENT: City of Bethlehem – one open seat  
Fountain Hill – Will Rufe  
Hanover Township – one open seat

### **COURTESY OF THE FLOOR:**

### **APPROVAL OF MINUTES:**

1. President Felker called for a vote to approve the June and July minutes. Those minutes were approved with Ms. Blauth abstaining from the July vote.
2. President Felker called for a vote to approve the September minutes after changing some verbiage. The September amended minutes were approved, with Mr. Sourbeck and Ms. Marrero abstaining.

### **APPROVAL OF OPERATING FUNDS:**

1. President Felker called for a vote to approve the May operating funds subject to audit; it passed with Ms. Leon abstaining.
2. President Felker called for a vote to approve the June operating funds subject to audit; it passed with Ms. Leon abstaining.
3. President Felker called for a vote to approve the July operating funds subject to audit; it passed with Ms. Leon and Ms. Blauth abstaining.
4. President Felker called for a vote to approve the August operating funds subject to audit; it passed unanimously.

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

Director Berk reported how successful the Summer Reading Program was this past summer. He called attention to Dana Hoy's (Head of Youth Services) report for all the great details. Next he highlighted the project

completion of digitizing all of Liberty High School's yearbooks. A complete collection of the past 100 years is now available through the BAPL website. This project created big community involvement. For example, youth volunteers scanned in the yearbook pages and many patrons enjoyed posting requests online to share their graduation photos. Mr. Sourbeck wondered how many total hours it took to complete the project. Director Berk will find out the answer for that question, and there are plans to add Freedom High School's yearbooks next. Director Berk highlighted upcoming events, such as a Halloween trunk-or-treat happening on Tuesday, October 25, and Studio 11's annual fundraiser happening on Friday, November 11.

Mr. Sourbeck also noted that the written report numbers increasing was positive. Ms. Hinnefeld was pleased that another book has been published by BAPL Books. Director Berk elaborated that the National Museum of Industrial History again was a partner on the project, a children's book called *The Giant Moves*. Youth Services Technician Catherine McCafferty was the author again. NMIH may want to write and publish another book with the library next year.

#### **COMMUNITY REPORTS:**

1. City of Bethlehem – President Felker reported that a resignation letter from Board member Emil Signes had been received. Next she read Resolution 2022-001 to be sent to the City of Bethlehem asking for another appointee for the Library Board. A copy of the full resolution is attached at the end of this document. After some discussion, President Felker called for a vote to approve the resolution; it passed unanimously. Director Berk plans to share the resolution with the City tomorrow. Ms. Leon reported that updates to the City's five-year capital plan (a plan that includes repairs to the library's exterior) are in process.
2. Bethlehem Township – none
3. Fountain Hill – none
4. Hanover Township – No report, but Mr. Sourbeck offered to reach out to his counterpart there to inquire about when another appointee could be expected.

#### **COMMITTEE REPORTS:**

1. Diversity, Equity, and Inclusion (DEI) Committee – Dr. Hunt reported they have begun developing a charter and drafted a purpose statement. They also met with Director Berk to discuss potential members.
2. Finance Committee – Ms. Gill reported they are setting up meeting dates. She clarified their role in the budget process is to serve as advisors, if needed.

3. Governance Committee – President Felker reported their next meeting will be on November 10.
4. Human Resources Committee – Ms. Gill reported they are setting up meeting dates.
5. Marketing and Advocacy Committee – No report, but discussion about reaching out to ask Jeff Warren to continue to serve on this committee.
6. Strategic Planning Committee – Ms. Blauth requested to have the strategic plan's grid filled out or a written report as goals are met and progress is made. Director Berk will share his PowerPoint presentation from last month's meeting, so she will have those details in written form.

### **OLD BUSINESS:**

Ms. Blauth asked whether committees should have more regularly scheduled meeting times before expecting community members to serve.

### **NEW BUSINESS:**

1. 2023 Preliminary Budget Discussion – Director Berk talked about his process to create next year's budget. Positive points included the following: Funding from the State Library has been increased. The pension settlement payments from the last decade are completed and no longer an expenditure. The library will not be asking for an increase from local municipalities; the per capita will remain at \$18.89 for the fourth year in a row. He does not anticipate an issue with this request since we are not asking for an increase. President Felker was concerned about staff lost due to not being able to pay a competitive wage. She will also pass on the news to Hanover Township and Fountain Hill. Director Berk will share the line item budget proposal with Board members.
2. Vote on 990 – Director Berk explained that the Board can change the requirement of needing to approve the 990 each year. Next he explained that the 990 is federal income tax and it is due on October 15. Timing of Board approval can be an issue in getting this filed on time. Discussion by the Board included noting that the auditors do not require Board approval, and the topic should be put to a committee for review before making a change. They agreed to keep the resolution as it is for 2022. Solicitor Biggs Sebia confirmed Board approval is not a legal requirement if auditors are looking over things regularly. Director Berk shared his screen so the Board could review the numbers. He will also ask the auditor to come be part of discussions about changing the board vote board approval requirement. President Felker called for a vote and the 990 was approved unanimously.
3. Director Berk shared an offer to allow library employees to participate with Members 1st Federal Credit Union. This would be in addition to People First

Federal Credit Union. Solicitor Biggs Sebia encouraged Director Berk to ensure that employees understand participation is not a requirement, but an option available to them. President Felker called for a vote to approve a letter of intent being signed so Library Staff will be able to participate with Members 1st Federal Credit Union. This was approved, with Dr. Hunt abstaining.

4. Approval of State Aid Application Submission – Director Berk explained that the State subsidy amount has gone up by a projected 17%. It allows for broad use, but the library needs to send a description of how they plan to spend these funds. The Library Board must be made aware of and approve the submission of the application and the plan for the use of State Aid. The plan for use is basically those additional funds will support the continuing operations of BAPL, including employment of qualified staff, quality collections, and related expenses. The additional funding will increase the library's ability to meet the needs of the community. President Felker called for a vote and it passed unanimously.

Dr. Hunt expressed his thanks for holding the meeting over Zoom. Opinions about future meetings were mixed and a hybrid option was also mentioned.

Motion to adjourn the meeting was made by Dale Sourbeck and seconded by G. Christopher Hunt. President Felker adjourned the meeting at 7:30 P.M.

Respectfully submitted,

Sarah Phillips (BAPL Staff) and Joyce Hinnefeld (Vice President)

BETHLEHEM AREA PUBLIC LIBRARY  
RESOLUTION 2022-001

WHEREAS, Emil Signes has been a valued member of the Bethlehem Area Public Library Board of Trustees for several decades; and,

WHEREAS he has now expressed his desire to resign as a member of the Bethlehem Area Public Library Board of Trustees;

NOW THEREFORE the Bethlehem Area Public Library Board of Trustees thanks Emil for his service, hereby declares the Trustee position held by Emil Signes to be vacant and requests the Bethlehem City Council to appoint a qualified citizen of the City of Bethlehem to serve as a Trustee of the Bethlehem Area Public Library Board of Trustees to replace Emil Signes.

ADOPTED by BAPL Library Board by unanimous vote  
October 10, 2022