

Library Board Minutes

April 10, 2023

Bethlehem Area Public Library

Meeting conducted in a hybrid form of in-person and virtual attendance 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
Fountain Hill – Will Rufe
Hanover Township – Telly Diacogiannis

Staff – Josh Berk, Julia Brennan, Amresse Farrow, Sarah Phillips,
Sue Schirripa

Other – Terence Faul (King, Spry, Herman, Freund & Faul)

ABSENT: City of Bethlehem – one open seat
Bethlehem Township – one open seat

COURTESY OF THE FLOOR:

1. This meeting was enhanced with new technology, nicknamed “The Zoom Chicken.” This automatic video camera helps with hybrid meetings. It focuses on the current person speaking, two other recent speakers, and provides a panoramic view of the meeting space. This allows members attending virtually to easily participate in the in-person meeting.
2. Board members commented on how much they enjoyed the Lehigh Valley Book Festival, held the weekend of March 25. Some members also attended Dale Sourbeck’s memorial service.

APPROVAL OF MINUTES:

1. Motion to approve the March minutes, as amended, was made by Mr. Rufe, seconded by Ms. Blauth, with Ms. Gill and Ms. Marrero abstaining; the motion approved.

APPROVAL OF OPERATING FUNDS:

1. President Felker called for a motion to approve the operating funds subject to audit. Motion to approve the February operating funds, subject to audit, made by Ms. Gill, seconded by Ms. Hinnefeld; motion approved unanimously.

DIRECTOR’S ORAL REPORT:

Director Berk reported the renovations at the Main Library are ahead of schedule. He will give interested Board members a tour after the meeting this

evening. Some furniture has been delayed, including a computer desk. The reference desk is a custom job being built on-site. After the custom desk is completed, then electrical work can happen next. Two semi-private meeting spaces have also been built. When completed they will have noise-canceling machines mounted near the top, since the walls do not reach all the way to the ceiling. The Main Library's collection was weeded before items were packed up, but the size of the collection has not been significantly impacted by the redesign. The re-organized layout makes more sense with the current collection. The new layout also helps workflow for staff members and provides increased visibility. Director Berk said they have decided to host an open house, instead of a ribbon cutting ceremony, when the renovations are finished enough to allow the public back into that space. The open house is being planned for Saturday, April 29, from 10:00 A.M. to 5:00 P.M. Also planned for that day are Spike's birthday party and an outdoor flea market on the porch area surrounding the library. Mr. Diacogiannis added there are 12 to 13 vendors signed up for the flea market so far. There will be space for a total of 18 vendors.

COMMUNITY REPORTS:

1. City of Bethlehem – Ms. Leon reported there is a new Board member from the City, Joanne Garcia. Ms. Leon will have more to share at the next meeting.
2. Bethlehem Township – none
3. Fountain Hill – none
4. Hanover Township – Mr. Diacogiannis reported there is a new recreation director. The library kiosk is right near their office at the Hanover Township Community Center, so Mr. Diacogiannis has been in touch with them and let them know the kiosk is out of service. He is also putting out BAPL literature at the Community Center and hopes to have Library representation at future Township events since those are a great opportunity to promote the Library.

COMMITTEE REPORTS:

1. Diversity, Equity, and Inclusion (DEI) Committee – Ms. Marrero reported the committee met with Faces International to discuss next steps.
2. Finance Committee – Ms. Gill reported nothing to share this month.
3. Governance Committee – President Felker began discussion of the April 6 draft of the BAPL Social Media Policy. A pdf version was shared with Board members, and Director Berk made paper copies for those that were present in person. The Board discussed the proposed policy, and Ms. Gill found a few typos to be corrected. Changes needed are:

- On the first page, under the heading "GUIDELINES," in the third paragraph, third line, the word "form" should be changed to "forum." In context, it will read "...intended to provide a limited public forum for discussing library services...."

- On the second page, second paragraph, the sentence should read "BAPL is not responsible for the content of postings by third parties on any BAPL social media and all such third party comments do not reflect the views or positions of the BAPL, its directors, officers, or employees."

Ms. Brennan asked what the consequences are for violating policy. The Board recommended the Library have an internal plan in place.

President Felker moved to adopt the Social Media Policy as amended, Ms. Blauth seconded the motion; the motion approved unanimously. Copy of this policy attached.

President Felker also reported that two people will be joining the Marketing and Advocacy committee, Linda Lipkis and Sarah Wascura. To honor Ms. Gill's previous request, Ms. Marrero agreed to temporarily chair the Human Resources committee.

Next, President Felker asked the Board to consider a new policy regarding regular expenses which are greater than 1% of the annual budget. After some discussion, President Felker made a motion stating that formal Board approval is required for commitments to expend in excess of 1% of BAPL's annual budget, excluding recurring contracts for goods or services or other budgeted expenses. Mr. Rufe seconded; motion approved unanimously. Copy of this policy attached.

4. Human Resources Committee – Ms. Gill reported nothing to share this month.
5. Marketing and Advocacy Committee – Ms. Hinnefeld reported the committee met along with some new committee members. They want to promote the Library meeting spaces, events, and increase funding awareness. They also want to bring back paper flyers to be available at participating municipality buildings, in addition to the online and social media presence. Another grant option was shared at the committee meeting by Angela Baio. This committee plans to meet monthly on a Tuesday at 4 o'clock. They would also like to invite Regina Kochmaruk to visit one of their meetings soon.
6. Strategic Planning Committee – Mr. Rufe will chair this committee and Ms. Blauth will also continue to serve here. Plan to schedule a meeting for later this month.

OLD BUSINESS:

1. The Social Media Policy agenda item was discussed and concluded during the Governance Committee report.

NEW BUSINESS:

1. A security proposal agreement from Omega Protective Services, Inc. was brought up for discussion. The contract is for 20 hours a week at \$38 an hour for an unarmed security guard. Director Berk proposed that it would be a sensible time to add this position, coinciding with the reopening of the first floor at the Main Library. The problematic behavior issues that were present before renovations are not expected to have disappeared. The security person would be on-site, with a variable time schedule during open hours. Director Berk noted that this expense is not budgeted but is important to add at this time. Ms. Marrero asked how situations will be dealt with at the South Side Branch and where will the funds come from to cover this additional expense. Director Berk plans to spend less in other budgeted areas. Potentially not replacing staff and reducing the materials and program budgets. When asked about fundraising, the answer was any Capital Campaign funds will be going toward the renovations until the end of this year. Additionally, a future City grant may help with this cost. The plan would be to include this amount in next year's budget. President Felker moved to approve up to \$40,000 for the remainder of this year to cover the Omega security proposal. Ms. Gill seconded the motion; motion approved unanimously.

Mr. Rufe then moved for another vote to approve the security proposal from Omega. Ms. Blauth seconded the motion; motion approved unanimously.

Motion to adjourn the meeting was made by Ms. Hinnefeld. President Felker adjourned the meeting at 7:15 P.M.

Respectfully submitted,

Sarah Phillips (BAPL Staff) and Randi Blauth (Secretary)

Adopted April 2023

BAPL SOCIAL MEDIA POLICY

PURPOSE

The Bethlehem Area Public Library (the “BAPL”) shares information about the library with the community and engages patrons through social media. The use of a BAPL social media platform is a privilege, and not a right.

DEFINITION

Social media is defined as any form of electronic communication platform or application through which users share information, ideas, and other content such as pictures and videos on a publicly accessible platform. Examples include social media platforms such as Facebook, Instagram, Twitter, YouTube, and TikTok, but not personal e-mail accounts.

GUIDELINES

BAPL social media accounts are not intended to provide a traditional public forum for the general exchange of ideas and viewpoints. Rather, they are intended to provide a limited public forum for discussing library services, resources, events, news, programs and other library related topics as determined by the BAPL Library Director or designee. All posts and comments will be monitored by BAPL staff members, and the BAPL reserves the right, within its sole discretion, to remove submissions, comments, posts, or other content that violate this policy.

All comments, posts, or content posted on a BAPL social media account must be related to the issue or topic being discussed. Further, the following is prohibited and subject to removal:

1. Comments that contain illegal, obscene, abusive, vulgar, threatening, or harassing language.
2. Duplicate posts from the same individual.
3. Non-BAPL created solicitations for membership, donations, or services.
4. Content that violates copyright or trademark laws.
5. Spam and advertisements or solicitations for sale of merchandise or services. “Spam” includes unsolicited digital communication that is posted or sent, either manually or automatically, at very high frequencies.
6. Political campaigning.

By utilizing or posting on the BAPL’s social media accounts, a user agrees to comply with this policy. BAPL reserves the right to ban and/or block a user who violates the terms of this policy.

BAPL is not responsible for the content of postings by third parties on any BAPL social media and all such third party comments do not reflect the views or positions of the BAPL, its directors, officers, or employees.

APPEAL PROCEDURES

A user who has had a comment and/or posting removed from a BAPL social media controlled site may request to have the decision reviewed by the Board of Directors of the Library. The request must be made in writing and submitted to the Library Director within thirty (30) days of the removal, at 11 W. Church Street, Bethlehem, Pennsylvania 18018.

Board Approval of Expenses Greater than 1% of BAPL's Annual Budget

At the April 10, 2023 Board Meeting, the Board of the Bethlehem Area Public Library passed a motion requiring Board approval of large expenses and new commitments. The exact wording of the motion is below:

Formal Board approval is required for commitments to expend in excess of 1% of BAPL's annual budget, excluding recurring contracts for goods or services or other budgeted expenses.

President Felker made the motion; Will Rufe seconded; motion approved unanimously.