

Library Board Minutes

December 11, 2017

Bethlehem Area Public Library

President Cathy Reuscher called the meeting to order at 7:00 p.m.

ATTENDING: City – Jane Gill, Cathy Reuscher, Marie Sterlein, Sharon Yoshida, Julie Zumas

Bethlehem Township – Janet Barry, John Merhottein

Fountain Hill – Annamarie Jordan

Hanover Township – Jack Nagle

Staff – Josh Berk, Erin Poore

Other – Terence Faul (King, Spry, Herman, Freund & Faul), Elyse Geyer, Bruce Palmer (Buckno Lisicky)

Public – Randi Blauth, Malissa Davis, John Gallagher, Jamie Paxton

ABSENT: City – Olga Negrón, Emil Signes

The December minutes were approved in a motion made by Jane Gill, seconded by Janet Barry, with John Merhottein abstaining.

The October operating funds, subject to audit, were approved in a motion made by Sharon Yoshida, seconded by Julie Zumas, with John Merhottein abstaining.

DIRECTOR'S ORAL REPORT:

1. In addition to the emailed report, Director Berk reported the library is experiencing its busiest year. The South Side Branch is heavily used by the community. In November, Hanover Township donated funds to host a raffle that would raise awareness for the library. It was successfully promoted online and using social media. The winners of two Kindles spanned the generations of Township readers with their ages ranging from four to eighty-four-years old.

REPORTS:

1. City – none
2. Bethlehem Township – none
3. Fountain Hill – none
4. Hanover Township – none

5. Friends of the Bethlehem Area Public Library – The Friends are currently working on the 2018 annual fundraiser. The theme will be Roman Holiday and is scheduled by April 24, 2018. The goal is to meet or exceed \$13,000 with proceeds being used for the Cohen Room and other various programs.

COMMITTEE REPORTS:

None

OLD BUSINESS:

1. The subject of Liza Holzinger's replacement was discussed. Director Berk is comfortable with this position being part-time. The Board will revisit this position in mid-2018. A committee will be formed to explore marketing, community outreach, and additional strategic planning.
2. Director Berk gave an update on the possibility of having a book sale donation container placed at the Recycling Center. The amount of staff time that would be necessary for this would not be worth the cost. A suggestion was made to reach out to the City for a sign to be posted at the center, encouraging donations of books that are in excellent condition for the book sale.
3. Director Berk furnished the Board with a very detailed breakdown of various budget line items. The 2018 Budget was adopted in a motion made by Annamarie Jordan, seconded by Marie Sterlein, and passed unanimously.

NEW BUSINESS:

1. The subject of the Board Approving contracts was discussed. It will be on the agenda in January.
2. A lengthy discussion was held on the subject of putting out an RFP (request for proposal) for Financial Services for the library. Some concerns were the amount of detail on the billing statements. The comparison of accounting vs. legal invoices was addressed by Attorney Faul, Bruce Palmer, and Elyse Geyer. It was determined that, going forward, Buckno Lisicky bills would include the pay rate of each individual on the bill. A motion was made to put out an RFP for library Financial Services. The motion was made by Jack Nagle and seconded by John Merhottein. The motion failed 6-2.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary