

Library Board Minutes

March 13, 2017 (Amended)

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, Julie Zumas
Bethlehem Township – Janet Barry, Thomas Nolan
Fountain Hill – Annamarie Jordan

Staff – Josh Berk, Liza Holzinger, Erin Poore

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

Public – Malissa Davis (Bethlehem Township Supervisor),
John Merhottein, Jamie Paxton

ABSENT: City – Olga Negrón, Emil Signes, Sharon Yoshida
Hanover Township – Jack Nagle

Other – Elyse Geyer (Buckno Lisicky)

The February minutes were approved in a motion made by Annamarie Jordan, seconded by Jane Gill, and passed unanimously.

The January financial report was approved, subject to audit, in a motion made by Thomas Nolan, seconded by Julie Zumas, and passed unanimously.

DIRECTOR'S ORAL REPORT:

1. Director Berk reported about the new 3-D printer in the Children's Center.
2. We have placed the first Pop-up Library at the Banana Factory. The cart has materials that families may look at while visiting the site. The materials are checked out to the site and will stay in the gallery for First Friday and other events. Two other Pop-up Libraries are being prepared for placement in the library's service area.
3. The new format of the Director's Report more accurately reflects the services, programs, and collection statistics. The report includes the number of items borrowed by each municipality (except for digital items).

REPORTS:

1. City of Bethlehem – none
2. Bethlehem Township – Thomas Nolan introduced John Merhottein and Malissa Davis.

3. Fountain Hill – none
4. Hanover Township – none

OLD BUSINESS:

1. Thomas Nolan is pursuing an explanation from the City of Bethlehem regarding utility costs. A policy for board communication with consultants, staff, and outside contacts was discussed. It was determined that the Board Chairperson should be part of any communications that involve the Board's oversight.

NEW BUSINESS:

1. Cathy Reuscher reviewed the Standing Committees: *Director Evaluation* (Barry, Jordan, Signes), *Finance* (Nolan, and two others to be named), *Outreach* (Barry, Signes, Yoshida), *Strategic Planning* (Reuscher, and two others to be named), *Building* (Cathy will appoint two others to work with Director Berk and Assistant Director Poore), *Employee Manual* (Nagle, Nolan, Sterlein). Please contact Cathy Reuscher if you are interested in serving on any of these committees.
2. Director Berk talked about the proposal from Cornerstone Architecture, Inc. to renovate the Bob Cohen Room. Several architecture firms were interviewed. This one was chosen because they have a lot of experience working with public libraries and their design matched the library's vision for the space. The Cohens have given \$30,000 towards the room. Grants for the remainder of the funds are being pursued through several charitable foundations. The Board agreed to table further discussion regarding the proposal to the next meeting.
3. The 2017 Budget has been revised to reflect changes in the reporting of categories to provide more accurate information. There is no change to the bottom line. The Budget revisions were approved in a motion made by Annamarie Jordan, seconded by Janet Barry, and passed unanimously.
4. Thomas Nolan would like the Board to review the Trustee By-laws and add a stipulation that they match the State Library Code regarding term limits and number of trustees. The By-laws will be discussed in April.

Annamarie Jordan made a motion to adjourn. The meeting was adjourned at 8:30 p.m. The next meeting date is April 10.

Respectfully submitted,

Liza Holzinger, Staff