

Library Board Minutes

November 13, 2017

Bethlehem Area Public Library

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

ATTENDING: City – Jane Gill, Olga Negrón, Cathy Reuscher, Emil Signes,
Marie Sterlein, Julie Zumas
Bethlehem Township – Janet Barry, Thomas Nolan
Fountain Hill – Annamarie Jordan
Hanover Township – Jack Nagle

Staff – Josh Berk, Erin Poore

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

Public – Jamie Paxton, Bill Scheirer

ABSENT: City – Sharon Yoshida

Bill Scheirer discussed the destruction of books at the Recycling Center. He said he discovered many good books that could be rescued and sold at the library book sales. He suggested a container be provided for book sale donations to be placed at the center. Another suggestion was to send a letter to Mayor Bob Donchez inquiring about this possibility.

The October minutes were approved in a motion made by Annamarie Jordan, seconded by Marie Sterlein, and passed unanimously.

Thomas Nolan, treasurer, mentioned there was nothing unusual to report on the financial reports, with no item raising a flag. The September operating funds, subject to audit, were approved in a motion made by Olga Negrón, seconded by Jane Gill, and passed unanimously.

DIRECTOR'S ORAL REPORT:

1. In addition to the emailed report, Director Berk commented on the library being honored by the Lehigh Valley Planning Commission for the bike-sharing program (Bike Bethlehem.)
2. The Main Library building's 50th birthday bash was held on November 10 in the Cohen Room. The Large Flowerheads performed and they totally rocked. This groovy happening raised \$1,700.
3. The Turning Point Vigil was held at the Main Library in October and a very well attended, moving event.

REPORTS:

1. City – none
2. Bethlehem Township – Thomas Nolan reported there are two new commissioners in place. The Township Survey is in its final drafting. Whenever it is approved, it will be released, possibly next month.
3. Fountain Hill – none
4. Hanover Township – Jack Nagle reported there is one new commissioner in place. He also presented a promotion that the Township is running that encourages residents to use the library, and two lucky readers will be the winners of a Kindle.
5. Friends of the Bethlehem Area Public Library – none

COMMITTEE REPORTS:

1. Finance: Thomas Nolan reported the committee recommends the Board put out a request for proposal (RFP) for the library's financial consultants. The issue was tabled until next month.

OLD BUSINESS:

1. Proposed 2018 Budget: Director Berk presented an additional breakdown of three categories in the proposed budget. The subject of Liza Holzinger's replacement dominated the discussion. Right now this position is not being filled but, instead distributed among current staff. Director Berk is considering making it a part-time position. But, the majority of the Board would like to entertain keeping it full-time. The Board would also like this position to include marketing duties as well as grant writing. The Board will discuss this next month.
2. Some additional discussion items pertaining to the Proposed 2018 Budget were as follows:
 - a) Consider replacement costs of major items, i.e. the Bookmobile.
 - b) Breakdown of part-time employees line items, reflecting salary and hours.
 - c) Considering a more detailed budget, noting the current format is more of a summary.
 - d) Instead of across the board salary increases perhaps a merit system could be considered for 2019.
3. Cathy Reuscher announced she and her family will be staying in the area. The Board was very happy to hear this news.

4. A motion was made by Jane Gill and seconded by Emil Signes to secure online access to BB&T accounts, limited to review only. The motion passed unanimously.
5. Thomas Nolan suggested the gap between the time of Board meetings and time of available information be narrowed.

NEW BUSINESS:

1. After some discussion about the Proposed 2018 Meeting Dates, a motion was made by Olga Negrón and seconded by Marie Sterlein to approve bi-monthly meetings with a December meeting held, if necessary. The motion was passed 7-2. The 2018 Meeting Dates are as follows:

Mondays – 7:00 P.M. Main Library
January 8
March 12
May 14
July 9
September 10
November 12
December 10 – if needed

The Board adjourned to Executive Session at 8:17 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary