

Library Board Minutes

March 12, 2018 (Amended)

Bethlehem Area Public Library

President Sharon Yoshida called the meeting to order at 7:01 p.m.

ATTENDING: City – Olga Negrón, Cathy Reuscher, Emil Signes, Marie Sterlein
Sharon Yoshida, Julie Zumas
Bethlehem Township – Randi Blauth, John Merhottein
Hanover Township – Jack Nagle

Staff – Josh Berk

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

Public – Terese Haas, Cynthia Leonard (BB&T representatives),
DJ Bourgeois, Malissa Davis, Tom Nolan

ABSENT: City – Jane Gill
Fountain Hill – Annamarie Jordan

Staff – Erin Poore

Sharon Yoshida opened discussion on “Section 5.01 Checks” of the BAPL By-laws. She suggested an amendment to this section to read, “all checks, notes, bills of exchange, or other orders in writing shall be signed by two of the following: Board President, Board Treasurer, Executive Director. The Board of Trustees may also from time to time designate another member of the Board or Library administration to sign such orders if required.” Julie Zumas made the motion to accept this amendment, and Jack Nagle seconded. All in favor of this motion, no abstentions, motion passes 9-0-0.

COURTESY OF THE FLOOR: Malissa Davis announced that she is a member of the Bethlehem Township Board of Commissioners and their alternate to the Library Board. DJ Bourgeois gave a presentation on the findings of a survey done by him on behalf of the Bethlehem Area Public Library.

APPROVAL OF MINUTES: Sharon Yoshida noted some corrections to the February Minutes.

- Kate Racculia is not the chair of the Roman Holiday Friends event that will be held in April 2018. That event is being chaired by Joe Hessmiller. In addition, proceeds will be used for various BAPL programs, not just the Cohen Room.
- Under Old Business, section 3, the word “perceived” should be removed from the narrative.

Olga Negrón approved the minutes, Randi Blauth seconded. All in favor, no abstentions.

APPROVAL OF OPERATING FUNDS: John Merhottein questioned why the finances are a month behind. Jack Nagle suggested that we move the meeting to another later date to allow for time to get the previous month financials. Merhottein asked Elyse Geyer what the financial documents are. Sharon Yoshida suggested that Elyse or another financial expert provide a presentation to the Board on the details of our financial documents. Nagle made a motion to accept the January operating funds, Marie Sterlein seconded. All in favor, no abstentions, 9-0-0.

DIRECTOR'S ORAL REPORT:

1. Director Berk handed out a statistical analysis of various library metrics.
2. Jack Nagle would like to see a comparison between current month/year statistics versus the previous month/year statistics.
3. John Merhottein indicated he believed that there are some mistakes in the Director's Report.
4. Olga Negrón suggested that Director Berk prepare an amended page 4 of each Director's Report for July-December 2017 to correct an error that was carried forward for the entire second half of the year. This correction is to be brought to a Board meeting for approval and entered into the minutes so that it can be part of the official record.
5. Jack Nagle requested that service statistics be broken out between the Main Library and South Side Branch.
6. Jack Nagle asked if renewals are included in the library card registrations. Director Berk indicated no.
7. Jack Nagle requested a recap of what Kate Racculia is working on at each Board meeting.

REPORTS:

1. City of Bethlehem – none
2. Bethlehem Township – Randi Blauth reported that a bulletin board displaying library information will be placed in the Bethlehem Township Community Center. She also noted that the library is hosting bi-weekly story times at the Community Center. BAPL also submits articles for the Township newsletter.
3. Fountain Hill – none
4. Hanover Township – none

5. Friends of the Bethlehem Area Public Library – Donated \$10,000 towards the Cohen Room. Sharon Yoshida encouraged all Board members to become a member of the Friends.

OLD BUSINESS:

1. Sharon Yoshida questioned whether or not Board By-laws were updated, completed, and voted on. It was noted that the vote was recorded in the June 2017 Minutes.
2. Bank signature cards were completed by Sharon Yoshida, Olga Negrón, and Director Berk for BB&T.
3. Committee structures:
 - a. Sharon Yoshida pleaded to the Finance Committee to focus on strategies to improve annual funding.
 - b. Yoshida noted that volunteers are needed for the Strategic Planning Committee, including community members who are not members of the Board. Jack Nagle indicated that he would contact Dr. Jamie Paxton, alternate to the library board from Hanover Township, to serve. Randi Blauth volunteered for this committee.
 - c. Marketing Committee needs volunteers. This committee needs to educate the community and advocate for the library.
 - d. Human Resources Committee – There is a need to evaluate the Board and also to provide a better assessment of Director Berk. Janet Barry provided written assessment in 2017, but it does not comply with most evaluation formats.
4. Jack Nagle asked if Director Berk followed up with Moravian Academy about parking for library patrons. Nagle also suggested that we have lines painted on the street to allow for more cars to fit.
5. John Merhottein brought up the idea of inviting Freemansburg residents to rejoin the library. He feels that we should pursue this. Director Berk to contact Borough officials.

NEW BUSINESS:

1. Jack Nagle suggests working with parochial and charter schools to provide library services.
2. Terence Faul recited the City Resolution that states that each joining municipality needs to pay the per capita rate set by the City of Bethlehem.
3. Jack Nagle would like to discuss “merit pay” for library employees at the next Board meeting.

4. Olga Negrón made the motion to move the Board meetings from a 7 p.m. start time to a 6 p.m. start time. Emil Signes seconded. All in favor, no abstentions.
5. Jack Nagle suggested that the library should have a capital savings plan and the Finance Committee should be charged with designing this plan.

The meeting adjourned. Executive Session began around 8:45 p.m. and concluded around 9:10 p.m.

Respectfully submitted,

Julie Zumas, Board Member