

Library Board Minutes

May 14, 2018

Bethlehem Area Public Library

President Sharon Yoshida called the meeting to order at 6:00 p.m.

ATTENDING: City – Jane Gill, Olga Negrón, Emil Signes, Marie Sterlein
Sharon Yoshida, Julie Zumas

Bethlehem Township – Randi Blauth, John Merhottein

Fountain Hill – Annamarie Jordan

Hanover Township – Jack Nagle

Staff – Josh Berk, Erin Poore

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

Public – Malissa Davis, Jamie Paxton

ABSENT: City – Cathy Reuscher

APPROVAL OF MINUTES: Jack Nagle noted one correction to the March minutes under Old Business. John Merhottein, not Jack Nagle, suggested the library reach out to Freemansburg to find out if there is any interest in rejoining the library. Marie Sterlein made a motion to approve the minutes with a second by Olga Negrón. The motion was passed unanimously.

APPROVAL OF OPERATING FUNDS: A motion was made by Annamarie Jordan with a second by Jane Gill to approve the March Operating Funds. The motion was passed unanimously.

DIRECTOR'S ORAL REPORT:

1. Director Berk handed out the 2017 Annual Report. A brief discussion was held to admire the look and content of the report. Vintage photographs were donated to the library by the Luckenbill family, who charted the progress of the library's construction.
2. Additional monthly pages were included to correct the "items checked out" line in error from June through November from Director Berk.

REPORTS:

1. City of Bethlehem – none
2. Bethlehem Township – Randi Blauth reported on her recent attendance at the Trustees Workshop. She found it to be very informative and met many interesting people from various libraries. One recommendation was for a legal audit of policies, laws and procedures...a guideline for attendance and meetings. John Merhottein reported he and Director Berk checked out the

Coolidge Building as a possible location for a satellite site in the Township that could extend library services in the community. Attorney Faul advised a proposal should come from the Township to the Board as to the scope of the project. A motion was made by John Merhottein for the Board to support the concept of extending library services in Bethlehem Township at the Coolidge Building. Emil Signes seconded the motion. The motion was passed unanimously.

3. Fountain Hill – Annamarie Jordan noted the Borough's Community Day would be held on Saturday, June 9, from 11:00 a.m. to 3:00 p.m. at Stanley Avenue Park. Everyone is looking forward to the library's participation.
4. Hanover Township – none
5. Friends of the Bethlehem Area Public Library – President Yoshida reported the goal of Roman Holiday Fundraiser is \$15,000 and it is expected to be met. New ideas are being sought for upcoming events.

COMMITTEE REPORTS: President Yoshida discussed how the Board is re-establishing itself from a fiduciary to an active entity. Also discussed was whether the agenda should include more specific items and the possibility of increasing the number of Board meetings next year.

1. Strategic Planning Commission: Julie Zumas was in touch with two consultants for strategic planning, Kathy Alloway and The Non-Profit Center. The latter had a number of interesting procedures and training sessions to enhance the library's future strategies. Olga Negrón reported she attended a meeting in Hershey where the Secretary of Education was present. It was mentioned that there are many resources in place and suggested we reach out to access them. Julie Zumas did reach out and there was no response.
2. Marketing and Advertising: President Yoshida recommended Kate Racculia become a member of the Marketing Committee. Jack Nagle suggested our current card holders need to be better educated about the services the library provides. John Merhottein suggested the library could work the PTA in the various schools. President Yoshida remarked how, in the past, various departments would give a five-minute presentation to the Board, at the start of the Board meeting. This kept the Board up to date on what was happening. Director Berk commented that the reported number of patrons who check out books does not reflect the number of patrons who use the library and never check out books. The e-books count comes in as just a number and does not show where the patron lives. It will be easier to record these statistics with enhanced software.
3. Finance Committee: none

4. Human Resources Committee: Plans will be made for an improved orientation and education of new Board members. The Director's evaluation process will undergo a complete restructuring. Emil Signes will join this committee.

OLD BUSINESS:

1. President Yoshida attended a recent public meeting at the Bethlehem Parking Authority. She voiced concerns over the parking situation at the library. The suggestion was made to paint yellow lines to establish specific parking spaces. This would increase parking around the library. Homeland Security is doing a study on the under garage. Another suggestion was to have a tram that could take patrons to downtown parking lots.
2. Jack Nagle asked if Moravian Academy had responded to the library's inquiry into using its parking lot for library patrons. Director Berk said he has not heard anything from the school.
3. A discussion was held about reaching out to the Borough of Freemansburg to rejoin the library. Director Berk called but has not heard anything from the Borough. John Merhottein and Jack Nagle will attend a council meeting in the Borough and talk to council members.
4. Jack Nagle led a discussion on merit pay for library employees. This suggestion will be taken under advisement at future Board meetings.

NEW BUSINESS:

1. A motion was made by President Yoshida and seconded by Annamarie Jordan to change the Board meeting time to 6:30 p.m. beginning in July. The motion was passed unanimously.

A motion was made to adjourn to Executive Session by Emil Signes and seconded by Olga Negron. The meeting was adjourned to Executive Session at 7:35 p.m.

Respectfully submitted,

Annamarie Jordan, Secretary