

Library Board Minutes

May 13, 2019

Bethlehem Area Public Library

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

ATTENDING: City – Anne Felker, Jane Gill, Joyce Hinnefeld, Olga Negrón, Emil Signes, Sharon Yoshida

Bethlehem Township – Malissa Davis

Hanover Township – Jamie Paxton

Staff – Josh Berk, Erin Poore

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

ABSENT: City – Julie Zumas

Bethlehem Township – John Merhottein

Fountain Hill – Annamarie Jordan

COURTESY OF THE FLOOR: President Yoshida shared some fun items about libraries in odd places and the recovery of an ancient book.

APPROVAL OF MINUTES: Jamie Paxton made a motion to accept the April minutes, seconded by Jane Gill. The motion was passed unanimously.

APPROVAL OF OPERATING FUNDS: Malissa Davis made a motion to approve the March Operating Funds, subject to audit, seconded by Joyce Hinnefeld. The motion was passed unanimously.

DIRECTOR'S ORAL REPORT:

1. Director Berk has received a lot of positive feedback from patrons. Children gave Libby Ortiz, an employee at the South Side Branch, a card and a cake for her birthday. Another patron sent a note saying how appreciative he is of the studio.
2. Reading of Song of Myself in celebration of Whitman's 200th birthday was a success. A variety of people participated.
3. The Board received bound copies of the 2018 Annual Report. The Annual Report is beautiful and contains many photos and articles highlighting library events of the past year. President Yoshida suggested that the next Annual Report ought to contain a message from the Board.

REPORTS:

1. City of Bethlehem – none

2. Bethlehem Township – Malissa Davis reports that the work on the Coolidge Building is nearly completed. The floors need to be buffed, and a site visit and walk through will take place on May 17.
3. Fountain Hill – none
4. Hanover Township – Hanover Township will request that the library participate in the Hanover spring festival.
5. Friends of the Bethlehem Area Public Library – The Eat, Drink, and Be Merry event raised \$11,000. Many people saw the Children’s library for the first time. The program by which businesses purchase library decals for \$100 is going well.

COMMITTEE REPORTS:

1. Finance Committee – No meeting was held. President Yoshida asked the committee to report on the health of the employees’ pension plan.
2. Governance and Strategic Planning Committee – The Governance Committee revised the Code of Ethics and distributed a copy before the meeting. As the document covers more than ethics, it should be called the Board Membership Agreement and will be signed by all new Board members

Anne Felker proposed a change to section 11 of the Board Membership Agreement.

A motion was made by Jamie Paxton and seconded by Anne Felker to change section 11 to read, “I recognize that my authority as an individual Board member is limited. I am entitled, and expected to, participate in Board meetings, but I cannot act independently of the Board except as delegated by the Board.” The motion was passed unanimously.

The wording of section 15 was corrected to read, “I will keep the lines of communication open between government officials, trustees, library staff, and the community.”

3. Human Resources Committee – No meeting was held.
4. Marketing and Advocacy Committee – No report, as Annamarie Jordan was absent.

OLD BUSINESS:

1. The license agreement between the Library and Bethlehem Township for the Coolidge Building will run for two years and then continues year to year unless terminated with six months’ notice. The agreement will commence on

June 1, 2019 for a projected opening on July 1. A motion was made by Olga Negrón, and seconded by Jane Gill, to accept the licensing agreement for the Coolidge Building on June 1, 2019. The motion was passed unanimously.

NEW BUSINESS:

1. A motion was made by Emil Signes and seconded by Malissa Davis to authorize Director Berk to sign Change Order Three and Change Order Four for the Cohen Room.
2. While reviewing the patron behavior policy, it was determined that the weapon policy was too specific and needed to be revised.
3. The financial audit was completed last month.

A motion was made to adjourn by Emil Signes.

Respectfully submitted,

Jamie Paxton