

Bethlehem Public Library Trustee Minutes –July 8, 2024

Members Present: Doug Harman, Len Grubb, Lisa Ffrench, Stephen Dignazio, Nora Clark;
Barbara Szeidler attended via Zoom

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 p.m.

Meeting Minutes

Stephen made a motion to accept the June 10, 2024 minutes with Len seconding; Nora Abstained-motion carried.

Treasurer's Report

Len stated that although the year-to-date actual budget is \$1,989.63 favorable it should be noted that Building Cleaning Maintenance is \$2,770 favorable primarily because the carpets & power wash were budgeted to be done sooner but have not been completed. Laura mentioned the carpets have been scheduled to be cleaned & the power wash will be done this week. Taking these two expenses into account, the budget is favorable by approximately \$150. Stephen made a motion to accept the Treasurer's Report with Lisa seconding – motion carried. .

Old Business:

None

New Business:

Committee Reports

HR –Barbara emailed the Library Director's annual review to the Board to be completed by the end of the month. Everyone had received it except Len. Barbara will drop off a hard copy at the Library for Len to pick up.

Building and Grounds: Nora asked about the status of the gap in the door. Top Notch had been back to look at it and is investigating ways in which to correct it including reaching out to the manufacturer.

Grants & Donations:

Nothing to report

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Policies/By-Laws:

Barbara presented three policies for consideration and action:

Building & Library Entrance Access & Control Policy - with a minimal discussion Len made a motion to approve the updates with Lisa seconding – updates approved unanimously

Equipment Use Policy - Len suggested a change to Section 2E from “The borrower is responsible for replacement or repair costs of any accessory that is lost, stolen, or damaged before being checked back in.” TO “The borrower is responsible for replacement or repair costs of any accessory that is lost, stolen or damaged while in their possession.”

Len also suggested the following change to Section 8E from “A replacement fee will be assessed to the borrower for any equipment or accessories damaged beyond repair, lost, or stolen, or if repairs will cost more than the purchase of a suitable new, equivalent item.” TO “A replacement fee will be assessed to the borrower for any equipment or accessories damaged beyond repair or loss.” Stephen made a motion to accept and approve the policy with the noted changes. Len seconded with the motion approved unanimously.

Computer and Internet Access Policy with a minimal discussion Len mad a motion to approve the updates with Lisa seconding – updates approved unanimously

There are three more policies to be reviewed. There was discussion on how often policies should be reviewed. Although every two years seemed to be the normal, this should be part of the By-Laws which also need to be reviewed.

Technology:

Nothing to report

Public Input:

The Book Sale brought in approximately \$600 with \$300 from the first Saturday and approximately another \$300 during the week. Laura didn’t have a final total for the meeting. Bay State Books will be here this week to pick up most of the remaining boxes. Laura & her staff have kept 6-8 boxes to continue the book sale for a while requesting donations instead of the regular pricing structure.

The Friends have agreed to ride in the parade for Bethlehem’s 250th celebration on August 10, 2024.

The Friends have had successful Sundays at the Snack Shack

The Summer Reading Program is doing very well with 60 participants at each of the two weeks’ programs.

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Laura has been notified by Andy Kilmer of Navarra's that he will not be renewing the contract with the Library next year. The current contract expires December 31, 2024. Laura will be researching other contractors. She will also review the contract to see if there is a "no cancel" clause. There is concern whether other contractors will want to wait until January before locking in an amount or picking up a new client.

Motion for adjournment was made by Len, 2nd by Stephen. Motion carried, adjourned at 7:38 pm

Respectfully Submitted,

Nora F. Clark in lieu of

Tana LeClair, Secretary