

Bethlehem Public Library Trustee Minutes – 7/14/2025

Members Present: Doug Harman, Nora Clark, Len Grubbs, Stephen Dignazio, Barbara Szeidler, Sally Syren

Excused: Sara Plumley, Lisa Ffrench, Melissa Smith

Librarian Present: Laura Clerkin

Public Present: none

Meeting Commenced at 6:59pm

Meeting Minutes

Len made a motion to accept the June minutes as written, with Nora seconding. The motion passed.

Treasurer's Report

Currently, we are \$2000 favorable to budget at six-month mark. Nora made a motion to accept the Treasurer's report, seconded by Sally. The motion passed.

Old Business

None

New Business

Storywalk boards need repair. Friends of the Library are aware and are in process of completing necessary work.

Committees

HR – Five reviews currently completed. Just awaiting a few Trustees to complete Laura's review, forward to Barbara.

Buildings and Grounds – Nothing to report.

Finance – Donations – None currently

Laura was contacted by Fidelity Charitable regarding a pending donation. Laura will contact Mary Moritz regarding assistance with a Letter of Determination requirement.

Bylaws and Policies – discussion of process for Trustees to contact Laura prior to a scheduled meeting if unable to attend. Process has been working.

Technology – This is an ad hoc committee. Laura reports that one patron computer is no longer functioning. She will replace it with the computer currently earmarked for Staff. That computer is not being used by staff currently.

Librarian's Report

Book sale raised \$930.25 on Saturday and ongoing donations are still being collected.

Wildlife report: Bee/wasp issue was noted, and Doug was able to successfully remove nests. Outside electrical covers were replaced by Laura to be covers without any vent holes.

Air conditioning was not functioning as expected. VHV inspected the unit and noted a mouse nest. This was removed, damage repaired, and unit is now functioning.

Two quotes for driveway sealing/crack repair and repainting were received. While this work is not in this year's budget the Trustees made

a motion to have Laura contact Mary Moritz to start the process of accessing Capitol Reserve Funds. Sally made a motion to request funds not to exceed 5K from the Capitol Reserve Fund, seconded by Steve. The motion passed.

The switch for the library's current internet site to a .gov is in process. Overwatch, a non-profit security organization will reimburse the cost to the library for the next three (3) years through a grant. Google Suite will be the tools available. Cybersecurity training is also included; all library staff will receive this training through Primex.

Laura has received several applications and is in the process of interviewing. This individual is to replace the position being vacated by Abby.

Len made a motion to adjourn the meeting at 7:34, with Nora seconding; the motion passed unanimously.

Respectfully Submitted

Barbara Szeidler