

## Bethlehem Public Library Trustee Minutes – July 14, 2026

Members Present: Doug Harman, Nora Clark, Len Grubbs, Stephen Dignazio, Lisa Ffrench, Sara Plumley

Absent: Kim Koprowski, Melissa Smith, Barbara Szeidler

Librarian Present: Laura Clerkin

Public Present: none

Meeting Commenced at 6:55pm

### **Meeting Minutes**

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

### **Treasurer's Report**

The budget shows \$5,339 favorable, but some library systems fees have not yet been paid. Len anticipates the budget will be on target at year's end. Nora made a motion to accept the Treasurer's report, seconded by Lisa. The motion passed.

### **Old Business**

**Copier fees:** Len looked at all costs associated with the copier/printer/fax/scanner. Copy paper costs approximately 1¢ per page, and staff time, based on their hourly rate, runs 26-49¢ per minute. Laura explained that we own the machine, and have a service agreement that charges us per page. Those are the only charges from Xerox; we do not pay extra for toner or service calls.

Len made a motion that copies and printing increase to 20¢ per side for B&W and 70¢ per side for color copies. Nora seconded. Motion carried.

Len made another motion regarding scanning. Currently, the library does not charge for this. But it does take staff time. After discussion of the best price structure, Len made an amended motion that scanning charges be 20¢ per side, for both B&W and color. Nora seconded. Motion carried.

**Pavilion Landscaping:** Laura received other quotes and decided to award the project to Navarra's who quoted \$5184. At the Friends meeting last Thursday, they voted to pay \$2000 of this cost. Laura said the remainder is covered by anonymous donations.

## **New Business**

None

## **Committees**

**HR** – Laura's evaluation form was sent to all trustees. HR committee asks that they be returned no later than August 1<sup>st</sup>.

**Buildings and Grounds** – Pavilion discussion covered in old business.

**Finance** – Laura advised the library received \$1650 in donations this month. None with restrictions. Len made a motion to accept, Sara seconded. Motion approved

**Bylaws and Policies** – nothing to report.

**Technology** – Copier fees discussed in old business.

## **Librarian's Report**

Copier and landscaping already discussed. Summer Reading programs are going well.

## **Adjourn**

Len made a motion to adjourn the meeting at 7:32, with Sara seconding; the motion passed.

Respectfully Submitted

Laura Clerkin for Melissa Smith

Next meeting August 10th 7 pm