

Bethlehem Public Library Trustee Meeting Minutes | August 10, 2026

Members Present: Douglas Harman, Nora Clark, Len Grubbs, Lisa Ffrench, Sarah Plumey, Stephen Dignazio, Kim Koprowski, Melissa Smith and Barbara Szeidler

Absent: None

Librarian Present: Laura Clerkin

Public Present: None

The meeting commenced at 6:59pm

Meeting Minutes

A motion to approve the July meeting minutes as written was made by Sarah Plumey and seconded by Len Grubbs. The motion passed.

Treasurer's Report

The Treasurer reported that the budget is approximately \$400 favorable. The budget will continue to reflect \$6,300 over budget due to additional pavilion work. The associated funds were received through donations and will be reflected as income on the balance sheet.

A motion to accept the Treasurer's Report was made by Nora Clark and seconded by Stephen Dignazio. The motion passed.

Old Business

None.

New Business

None.

Committees

HR -

Sarah Plumey, on behalf of the HR Committee, thanked the Trustees for completing the Library Director's annual review.

The Board agreed to review the consolidated evaluations and comments and at the next meeting enter executive session to discuss and finalize the Library Director's review.

Building and Grounds -

The additional pavilion work has been completed. An additional electrical outlet was installed after the original outlet was placed incorrectly, resulting in a \$900 charge from BPI. Laura will contact BPI for clarification regarding the charge. Len noted that funds are available to cover the expense if necessary.

Finance -

Laura reported that the library received \$225 in donations in July. Len Grubbs made a motion to accept the donations, seconded by Barbara Szeidler. The motion passed unanimously.

Bylaws and Policies -

The Trustees reviewed the draft Pavilion Use Policy. The Board discussed enforcement of scheduling conflicts, and Laura confirmed she was comfortable handling them consistent with the policy.

The Board agreed to revise the "Reserving the Pavilion" section to state: "The person completing the reservation form must be at least 21 years of age."

Laura reported that she is working on signage for the pavilion outlining hours and rules and indicating when the pavilion has been reserved.

Sarah Plumey made a motion to approve and enact the Pavilion Use Policy with the recommended changes. Len Grubbs seconded the motion. The motion passed unanimously.

Technology - None.

Librarian's Report

- Laura reported receiving a call from Watch Fire regarding the library's sign. Watch Fire advised that the sign is dated and that replacement parts may no longer be available if servicing is required.

-Laura reported that the library was mentioned in a discussion on the Town's Facebook page regarding building repairs and funding. She provided clarification regarding the library's grants and donations. Laura discussed identifying building repairs and minor maintenance items that may be needed.

-The Trustees agreed to move the October meeting to **October 5, 2026, at 7:00 p.m.** due to the holiday and member availability

-Laura reported that \$1,300 from the book sale was deposited. Total book sale proceeds to date is \$2,384.

-Copier fees since the beginning of July total \$273. Laura reported that, while time-consuming, staff are currently managing the demand.

-Laura reminded the Trustees that the Friends of the Library fundraiser at The Rocks will be held September 12. Tickets are \$30. Laura has been assisting with marketing and streamlining ticket sales. The Friends have not filled the Treasurer and Secretary positions.

A motion to adjourn at 7:43 p.m. was made by Sarah Plumey and seconded by Len Grubbs. The motion passed unanimously.

Respectfully submitted,
Melissa Smith