

Bethlehem Public Library Trustee Minutes – 8/11/2025

Members present: Doug Harman, Len Grubbs, Nora Clark, Lisa Ffrench, Barbara Szeidler, Sara Plumey, Sally Syren, Stephen Dignazio, and Melissa Smith

Absent: None

Librarian Present: Laura Clerkin

Public Present: None

Meeting Commenced at: 7:02pm

Meeting Minutes

Nora made a motion to accept the June minutes as written. Sally seconded. The motion passed.

Treasurer's Report

The budget is currently favorable by \$3,400.

Sally made a motion to accept the Treasurer's report. Sara seconded. The motion passed.

Old Business

None

New Business

None

Committees

HR - Barbara has received all reviews, with one still pending completion.

Building and Grounds – Laura received a proposal for a new landscape maintenance provider at a rate of \$650 per month, which includes mowing, plowing, and maintaining flower beds. Len moved to accept the proposal, and Sara seconded. The motion passed.

Laura has not received an update from the Friends on the Story Walk repairs but will follow up.

Laura has not yet reached out to the driveway repair companies but will do so.

Finance – A \$500 donation was received with no conditions on the funds. Sara moved to approve, and Len seconded. The motion passed unanimously.

A reimbursement of \$500 associated with a CLiF grant will be received. All trustees were in favor of accepting the reimbursement.

Bylaws and Policies – Len proposed adding an appeal process to the Appropriate Behavior Policy as follows:

“A patron of the library whose library access has been suspended or revoked by the library director shall have thirty days to submit a written request to the library director for reconsideration and reinstatement of privileges. If this request is denied, the patron will have thirty days from the date of denial to request a review and reinstatement of privileges to the board of trustees. The decision of the trustees shall be final.”

After brief discussion the board agreed this would be a valuable addition. Len moved to accept the addition to the policy, and Barbara seconded. Laura will update the policy and provide trustees with a copy for our binders.

HB2 was recently signed into law. Laura and the Bylaws and Policies Committee will schedule a time to conduct further research on the topic.

Technology – Laura reassigned a staff laptop to a patron laptop, bringing the total number of patron laptops to four.

Librarian's Report

Laura shared that the year to date book sale revenue currently totals \$1,690.

A patron concern was brought to the board regarding non-adherence to the library's Appropriate Behavior Policy. After discussion, the trustees agreed the patron should be clearly informed of the policy and asked to sign and date it. Should inappropriate behavior continue, consequences outlined in the policy will be enforced.

Len made a motion to adjourn the meeting at 7:40pm. Sara seconded. The motion passed unanimously.

Respectfully Submitted,

Melissa Smith