

Bethlehem Public Library Trustee Meeting Minutes | June 8, 2026

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

Absent: Stephen Dignazio

Librarian Present: Laura Clerkin

Public Present: None

The meeting commenced at 7:00 p.m.

Meeting Minutes

A motion to approve the April meeting minutes as written was made by Kim Koprowski and seconded by Nora Clark. Barbara Szeidler abstained. The motion passed.

Treasurer's Report

The Treasurer's Report showed a favorable balance of approximately \$5,400; however, this figure is somewhat overstated. At the five-month mark of the fiscal year, the library is currently operating at approximately \$1,000 favorable.

A motion to accept the Treasurer's Report was made by Sarah Plumey and seconded by Lisa Ffrench. The motion passed.

Old Business

None.

New Business

None.

Committee

HR-

Barbara reported that the reviews will be sent electronically to the trustees via email tomorrow.

Building and Grounds-

Laura shared that there is a grading issue with the pavilion. The board went outside to assess the situation. The level pathway leading to the pavilion and the pavilion structure itself were found to be in excellent condition.

Laura noted that an electrical outlet was installed in the wrong location. The contractor has acknowledged the error and will correct it at no additional cost.

Remaining issues that will need to be addressed include grading work to ensure the area is safe and accessible, as well as the addition of gravel around the pavilion for proper drainage.

Laura received a quote from Granite Hills Property Services in the amount of \$9,328, which includes materials, equipment, and labor to complete the grading work.

The board discussed safety concerns regarding the current condition of the pavilion area and possible ways to temporarily restrict access to portions of the site while still allowing use of the pavilion structure.

The board also discussed potential funding sources for the additional grading and landscaping work. Len advised that funding would need to come from donations or an available grant. Laura reported that she had explored grant opportunities and found that no applicable grants would be available until the next grant cycle in October. Len stated that he would review current donations to determine available funding. Nora suggested obtaining additional quotes to ensure due diligence. Laura requested recommendations for other contractors and will seek additional estimates.

Finance-

The library received \$1,175 in donations including some in Patsie's memory from her Celebration of Life.

Len Grubbs moved to accept the donations, and Barbara Szeidler seconded the motion. The motion passed unanimously.

Bylaws and Policies-

The committee met to discuss a pavilion policy in greater depth. They are conducting research before drafting a policy to ensure all relevant considerations are addressed.

Technology-

None.

Librarian's Report

- The Friends of the Library funded annual park passes for library patrons to borrow.
- Laura shared information about several summer programs.
- Laura will resend the email regarding volunteer sign-ups for the book sale.
- Laura noted that the book sale has an abundance of children's books, however, additional adult fiction donations would be beneficial.

Len Grubbs made a motion to adjourn the meeting at 7:46 p.m. Sarah Plumey seconded the motion. The motion passed unanimously.

Respectfully submitted,
Melissa Smith