

**MINUTES OF THE BETHEL PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 7, 2010**

The regular meeting of the Bethel Park Public Library Board of Trustees was held on January 7, 2010. President Beverly McKee called the meeting to order at 7:00 PM. The following eight (8) members of the Board were in attendance: Paul Atencio, Carri Czyzewski, Georgiana Knaus, Beverly McKee, Ken Moir, Dave Wohleber and Jill Shoemaker. Also in attendance was Library Director Christine McIntosh.

APPROVAL OF MINUTES:

Paul Atencio motioned to approve the minutes. Georgiana Knaus second the motion. Motion carried.

OLD BUSINESS:

Recommendation of Alice Sande Spataro to be elected to the Bethel Park Library Board of Trustees. Christine McIntosh motioned to approve Alice and Dave Wohleber second the motion. The motion Carried.

Meeting was adjourned by Beverly McKee.

Meeting was opened by Beverly McKee.

ELECTION OF NEW OFFICERS FOR 2010:

Beverly McKee as President
Paul Atencio as Vice President
Jill Shoemaker as Recording Secretary
Dave Wohleber as Treasurer

All members were in favor of the election of new officers for 2010.

PRESIDENT'S REPORT:

Beverly McKee attended the wonderful Christmas Play that was performed by the Bethel Park Public Library staff and children.

Personal note was sent to Dave Peet's widow and Beverly McKee read the thank you note that was sent in return. \$160 was collected for the purchase of books in Dave Peet's name.

Beverly McKee reminded the board that back issues of magazines can be borrowed from the library.

TREASURER'S REPORT:

The second to the last treasurer's report for 2009 was highlighted. As of November, we are 92% through the year.

Investment income is low due to the fall in interest rates over the past year.

Fundraising is almost on target, a little higher and contributions are also on target.

Expenses, salary and benefits, may appear to be off due to the fact that we pay the last part of December in January, when it will be recorded. In the category of collections, we are at 85%. General Office expense and Administrative expense are under budget.

This is important because it is considered overhead costs. Programming and public relations are a little over budget for those categories. With our income statements, the Library is in really good shape. Current assets have been combined/consolidated to First Federal, before that it had also included PNC Bank.

DIRECTOR'S REPORT:

Because of the cuts in the state budget, we will not be receiving a second payment for Access PA. With the POWER Library, there will be many cuts, but we will be keeping Epsco. The state subscribes to databases that libraries use called POWER Library. Since the budget was cut by 58%, we will be keeping the one general reference database. We will be losing database like Novelist, a reader advisory tool, and AP Photo Archives.

RAD accepted the revised funding formula and asked for continued review and revise it.

Walden's Bookstore is going out of business.

Paul Atencio brought up that our book sale shelves need a sign. Christine McIntosh will look into that.

In regards to a database for book sale in the library, there would need to be two, one for the items in the library and those that could be purchased online.

General announcement about the general membership meeting at Northland Public Library on January 27, 2010 at 7:00 PM. On the agenda is the standards recommendation that all libraries will follow state standards, but there are not standards for the county. Right now they mirror the state's standards. That will come up for vote in this meeting.

Christine McIntosh went over Vendor Fair report. The library made \$682 from this event. It brought in a different audience than the Library normally gets. Christine McIntosh spoke about the various vendors that attended the event and the baskets for the raffle.

NOMINATING COMMITTEE'S REPORT:

Ken Moir will chair this committee after being asked by Beverly McKee. Ken Moir will be involved with orientation of new members with Christine McIntosh, look at board recruiting, and education of all board members. April is the retreat for Board of Trustees. In the past it has been free and takes place in Warrendale, PA, which is also a great place to network.

FUNDRAISING COMMITTEE'S REPORT:

Paul Atencio spoke about the fundraising meeting that took place right before the Board of Trustees meeting. The committee discussed "Sip, Savor, Support". The event has been rescheduled for April 23, to give time for more planning and to coincide with the Book Sale. Task list was put together and will be filled out in the near future.

STRATEGIC PLANNING COMMITTEE'S REPORT:

Carrie Czyzewski spoke about the strategic planning is almost completed. One more meeting is still needed, possibly next week. The board needs to discuss how much time they will need to review this comprehensive document before approval. It may take place at the February meeting or at a separate time, like a special Saturday session. After discussion, the strategic planning document will be discussed at the February meeting.

NEW BUSINESS:

Adoption of the 2010 budget was brought up by Beverly McKee. Dave Wohleber highlighted the 2010 budget. Income section is less due to reduction in state aid. Access PA also lost money in aid. We will be losing about \$6000 in RAD funding in 2010. It was much better than we had thought. Bethel Park Municipality stepped up and increased their support by a little more than 4% which comes to \$21,000 more than last year. We are down \$40,000 from last year. We were able to balance the budget from the first item, "Total Personnel". We are not drastically cutting staff. One employee went from full time to part time status, from 40 hours to 20 hours a week. The Library has not filled a full time position in the children's department that went vacant last year. Two student library assistants went to college and those positions have not been filled. A few people who were part time lost about 3 hours per week. This is unlike Mt. Lebanon who publically announced that they will be closed on Sundays due to budget cuts. We will not be cutting hours. Gross salary includes up to 2% pay increase for the staff. All staff was evaluated on performance and will receive up to 2% increase. In the past, everyone got the same rate pay increased, but that has since changed. With health insurance, reduction in cost took place this year. The staff will now have higher deductible, but the plan is comparable to last year. Beverly McKee asked when the last time we took bids from health insurance brokers. Dave Wohleber informed the Trustees that this took place two years ago. The board would like to continue to give employees good benefits. Our plan encourages employees to use a

spouses plan by giving them a third of the cost of the health insurance premium. Employees pay \$25 per month. Collections budget will increase for high demand items. Office expenses and overhead are remaining about the same. Dave Wohleber discussed the elimination of a pension plan a few years ago and it had been over funded by \$130,000. The library board decided to put it in reserve and establish a new 401k plan. Staff can defer up to 10% of their income into the 401k plan with the library matching 50%. The board committed that we would do that for three years. Next year, 2011, Dave Wohleber will like to absorb that into the budget. The budget went down for the phone expenditures because the municipality's purchase a number of voice over IP accounts and gave some of those to the library. Right now we are just paying for the fax line. Dave Wohleber motioned for approval of the 2010 budget and Paul Atencio seconded the motion. The motion was passed by the board.

The board went into executive session to discuss the Director's benefits and compensation for 2010.

In the future, if the weather is bad and a board of trustee member cannot attend the meeting, please call Christine McIntosh by 5:30 PM.

MOTION TO ADJOURN:

Motion to adjourn was made at 8:30 PM by Jill Shoemaker and seconded by Ken Moir. Motion carried.

Respectfully Submitted,

Jill Shoemaker, Recording Secretary