

Minutes of the Aug 11, 2016 meeting of the Berne Public Library Board of Trustees

Present: JoAnne Brady, Lisa Raymond, Ellen Doolin, Missy Worden, Becky Waldenmaier, Marion Burghart and Janet Adams.

Also attending: Joe Golden, Town Board Liaison

Call to Order at 6:38

Secretary's report- Minutes of the July 14th meeting were presented. Missy made a **motion** to accept the minutes and Becky was the second. The motion carried.

Treasurer's report- The first 90% of the construction grant was received, which was \$9715.00.

There was a question about why the salary figures are showing up as different amounts in the income and expenses. Ellen, Janet and Marion will check the report after the meeting.

Motion to accept the Treasurer's report was made by Ellen and Lisa was the second. Motion carried.

Ted has been helping to go through and check the Treasurer and Quickbooks procedures that Janet is preparing.

Payment of Bills-

Total for vouchers is \$1292.48. A **motion** was made to pay the bills by Lisa and Becky was the second. Motion carried.

The camcorder which was purchased through the legislative grant was purchased by Judy and she was reimbursed.

A **motion** was made to add a voucher to the Town of \$9715.00 from the construction grant if that money needed to be reimbursed. Motion was made by Ellen and Marion was the second. Motion carried.

Friends' report-

Music in the Park made \$797.22.

Lasagna Dinner will be October 1.

SummerFest on Aug. 27th will have refreshments being sold by the Friends.

By-laws committee-

A **motion** was made to amend the by-laws of the Berne Public Library to change the required number of Trustees from a range to a figure of 8 trustees. The motion was made by Ellen and Missy was the second. Motion carried.

Standing committees-

Personnel- a draft of a Director's evaluation was distributed and trustees will review and comment for the next meeting.

Finance- met and created a proposed budget. The budget includes a request to increase the salary line to \$30,800 in order to increase the library hours by four hours and give a 2% raise to the employees. The raise would be \$995 of the increase, without an increase in hours the salary line would be \$27,800. Each additional hour of library time would be \$750.

The total budget is \$47,380 with a request to TOB for operating
The total request to the Town of Berne is for a budget of \$47,380 with operating expenses for Berne being \$8740 and \$30,800 for salary. *expenses of \$8740 and salary of \$30,800.*

A **motion** was made to approve the budget to present to the Town of Berne for their approval. The motion was made by Ellen and Janet was the second. Motion carried.

Policies- did not meet.

Internet Policy- A **motion** was made to approve the Internet Policy. The motion was made by Ellen and Lisa was the second. Motion carried.

Floor Plan committee- did not meet.

New Business-

Manager's report- Judy was not in attendance, so report was just in written form.

Youth Services report- none.

Advocacy- create a tri-fold to advertise library services to High School classes?

Joanne and Judy will write a letter to the Town of Berne to accompany the proposed budget.

We are looking for Knox to give equal funding to what they do for Altamont, which is \$7500.

Motion to adjourn was made by Missy and Becky was the second. Meeting adjourned at 8:15.