

Minutes of the July 14, 2016 meeting of the Berne Public Library Board of Trustees

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

Also attending: Judith Petrosillo, Library Manager

**Call to Order** at 6:36

**Secretary's report-** Minutes of the June 9<sup>th</sup> meeting were presented and amended to show that the **motion** had been to approve Sandra Kisselback as a Library Clerk since she has passed her Civil Service requirements. The motion was made by Ellen and Joanne was the second. The motion had carried. Judy would approach the Town Board for approval to make the change in the position. Also, that the meeting was adjourned at 9:08.

Janet made a **motion** to accept the minutes as amended and Lisa was the second. The motion carried with Marion abstaining.

**Treasurer's report-** new reports were presented with a Deposit detail and Check detail that more clearly shows what money was coded. \$350 received was the legislative grant to buy a video camera.

Marion made a **motion** to replace the Excel spreadsheet showing vouchers with the Check Detail Quickbooks report and Ellen was the second. Motion carried.

First Niagara Bank is merging with Key Bank, which hopefully will not mean that we need to order new checks, since we just got some.

**Motion** to accept the Treasurer's report was made by Missy and Becky was the second. Motion carried.

**Payment of Bills-**

Check to the Town of Berne of \$935 is the \$1000 from the NYLA Disaster Fund that we received minus the \$65 to replace the molding. The money was to reimburse the town for the deductible for the insurance for the cleanup from the flooding, but it turns out that the deductible was actually \$25,000. The Town is covering the full cost of over \$11,000.

\$250 is to Turnpike Glass to replace rotted window, which is part of Construction grant.

\$2691.50 is for the purchase of a Book Drop, and the money will be reimbursed by bullet aid from George Amedore's office.

An additional voucher was added to the list for the renewal for the BJ's membership.

New total for vouchers is \$5633.21. A **motion** was made to pay the bills by Lisa and Ellen was the second. Motion carried.

**Construction projects**

Window replacement for front windows- had three estimates and the Town will probably approve Turnpike Glass, which came in over budget at \$8,000.

Masonry- Judy is trying to get estimates from four masons of the specs for the masonry, but bids will have to be approved by the Town at August meeting. Depending on cost, there may not be money for the cleaning and repointing of the brick, even with the additional \$2000 of bullet and because of the higher cost of having the windows done.

#### **Building maintenance-**

Awning window that was rotted has been replaced but not stained or polyurethaned.

Scott Green has been hired by the Town for full time maintenance, but there is a new custodian needed.

#### **Friends' report-**

Music in the Park made \$118.25 in the first week. Door prizes are being given to attendees.

There are 5 raffle baskets which will be drawn at SummerFest.

Lasagna Dinner will be October 1.

A new StoryWalk is being prepared for Berne.

SummerFest will have refreshments being sold by the Friends.

#### **Standing committees-**

Personnel- had an informal planning meeting

Finance- did not meet

Policy- did not meet

#### **Ad Hoc Committees-**

Internet Policy- a draft was sent out for discussion. Discussed requiring a library card for patrons to use computers and we decided not to require one.

Permission slip will be for minors and will be modified to include a date of birth so patrons can "age out" and have their forms weeded, and to have the phrase about the library not using filtering software be typed in bold.

#### **New Business-**

By-laws should be revised to include the actual number of trustees. Our charter has a range, but the by-laws should be a specific number, that can be changed as needed. The proposed change to the by-laws to a number of 8 trustees was sent out in writing and will be voted on at the August meeting.

Floor plan committee- Lisa, JoAnne and Judy volunteered. They will ask Erin De Muth, who is an interior decorator, if she would be willing to help. Items to be looked at include seating, DVD storage and a new books rack.

E-rate payment- the UHLS wanted routing and banking info so that payment could be deposited, but information should not be sent through an unsecured e-mail system like Google, so Janet will call instead.

Dedication of tree- has not been scheduled yet, because Jim Hamilton is away but may be at the end of July and have short notice,

#### **Manager's report-**

Charts were distributed showing e-circulation as compared to print circulation.

Summer Reading Program- 58 attended the opening program with Scotty Nut Nut.

Adult programs include the Book group discussing Healthy Habits and Favorite Activities. Upcoming programs include Zentangle doodling, Spa Night and Yoga.

NARCAN Heroin Overdose training has been offered to libraries. Becky will look into it.

Library Clerk MaryJo McKeon fell and broke her elbow while working and has had surgery. Marion will send a card from the Trustees.

#### **Youth Services report-**

Summer school grades 5 and 6 came for a visit.

Teen Action Group is pursuing a grant from the District Attorney's office about anti-bullying, which is available for groups.

**Motion** to adjourn was made by Ellen and Janet was the second. Meeting adjourned at 8:29.