

Minutes of the Berne Public Library Board of Trustees meeting for May 12, 2016

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

Also Present: Joe Golden, Town Liaison; Judy Petrosillo, Library Manager

Call to order at 6:34

Secretary's report- the only change to the minutes that had been e-mailed was that the DVD policy was clarified.

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

Treasurer's report-

Income was from fines, etc., but received \$56.30 from a fax settlement lawsuit regarding unsolicited faxes.

Petty cash is showing a negative balance, because postage hadn't been added in.

Salaries are incorrect because we had been given last month's salary figures.

Audio e-books and e-books need to stay as separate lines for the annual report.

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

Payment of bills- vouchers for \$2585.23

Baker and Taylor bills have audio books on them, not DVD's.

Time Warner phone bill is expensive because we have two lines, one for the fax machine. That line can be dropped in October, because it was a 3 year contract.

Internet is not on a static IP address because it is the free Time Warner internet. This causes Sierra circulation program to drop out. We need to see if we can add a static IP address to our internet, which may cost more.

Motion to pay the bills was made by Ellen and Ted was the second. Motion carried.

Maintenance-

Generator was installed but has not been tested yet.

The yellow house has been sold with the split shared water well.

There is a facebook page called Corruption in the Town of Berne which is misrepresenting costs to Town residents of the library building project.

No smoking signs- signs should be posted to deter people from smoking on library property. We would need three signs approximately 8"x12".

Landscaping around back door needs to be adjusted because of difficulties from plowing, etc.

Paving in front of door into mechanical room needs to be adjusted so that door can open.

Memorial Day Parade-

Float will be about "Generations in Service" and our Summer Reading Program theme of fitness. There will be a work party on Saturday at 9:00 and on Monday at 8:00 before the parade to do final assembly, so bring a staple gun.

Library bathroom will not be used during the parade because no town employees to open the building.

Display case from Berne Historical Society has been declined.

Benches and tree outside library- the Friends are purchasing plaques and there will be a dedication.

Inside drop box for circulation desk- is not a great fit for the space, but was free and has been adapted to fit.

UHLS dinner- the BPL has not won an award for volunteer of trustee this year, still waiting on program. Vas Lefkaditis has been invited as our guest, if he declines then we will invite Ann Hein.

Motion was made by Marion and Ted was the second to pay for Judy and Kathys's dinners. Motion carried.

Friends report-

Preparing for Music in the Park and SummerFest- new building at the park should be finished.

Aprons made by Jane McLean will be for sale

Bowls for Books was very successful and has made nearly \$900 plus \$310 towards the purchase of State books.

Emergency Procedures-Disaster Plan

Generator should kick in automatically, but if it didn't work would follow closing procedures.

There is no phone line except for VOIP, so if cable is down would need to use cell phones.

Motion was made by Ted and Janet was the second to accept the Emergency Procedure-Disaster Plan. Motion carried.

The library now has incident reports from the Town to use. Do we need to have our own procedure?

By-laws committee-

A draft of new by-laws was presented.

Standing committees of emergency preparedness, public relations, finance and budget, personnel, building and grounds, and policy were discussed. Decided that for now we would have: finance and budget; personnel and policy.

Public relations grant- Town of Berne is having a meeting on May 23rd at 1:00 with a marketing firm they hired from a grant. That marketing can include the library.

Discussion of adding a videoconferencing option for trustees not able to be present at a meeting and how that would work with the Open Meetings law.

By-laws draft will be updated with changes and sent out; comments should be made soon after.

Memorial Day parade- we decided that there did to need to be a separate committee since the Friends are also helping.

Internet policy- a subcommittee of Lisa, Ted and Marion will start after the June meeting.

Ongoing concerns include the community room heat, creating a Strategic Plan, and committees for manager evaluation and floor planning.

Manager's report-

We are not applying for a new construction grant.

We need to get quotes but not bids for windows and brickwork for this year's construction. Suggested to try both glass guys and window guys for quotes.

Courier article will be about the Summer Reading program

Website- suggestion to have puzzles on the teen page and change them monthly

Summer hours will be starting with two additional hours on Thursdays.

Linking patron accounts- Sierra can join household accounts for patrons to be able to see what items family members have, but library should get permission from patron to do so.

Motion to adjourn at 9:05 was made by Ellen and Janet was the second. Motion carried.