

Minutes of the Dec. 8, 2016 meeting of the Berne Public Library Board of Trustees

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

Also attending: Judy Petrosillo, Library Manager.

Call to Order at 6:35

Additions to agenda- Berne agreement with the library and approval of the budget.

Secretary's report- Marion

Minutes of the Oct. 13th meeting were presented with minor changes from what had been e-mailed. Missy made a **motion** to accept the minutes and Ted was the second. The motion carried.

Treasurer's report- written report

Salary line ended up being over by about \$2200, which was caused by a variety of factors: MaryJo's accident caused those hours to be covered by staff with higher pay; Sandra had an increase in pay grade; and flooding caused extra hours. The Town will cover the extra with money from the heating line.

Staff meetings have been being held monthly, but could be cut back to save money. However, they should still be held at least quarterly.

To keep better track of the salary line, the annual amount should be divided by 26 payments, which is how the paychecks are done, rather than trying to estimate the monthly amount, which varies depending on how many pay periods were in the month. Also, with the increase in weekly hours, there will be less variation between the summer and winter salary amounts.

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

Payment of Bills-

A **motion** was made to pay the bills by Becky and Ted was the second. Motion carried.

Friends' report-no meeting

Nominations-a proposed slate was presented of:

President-JoAnne Brady

Vice President-Lisa Raymond

Treasurer-Marion Burghart

Secretary-Rebecca Waldenmaier

Old Business-

Standing committees-

Personnel- Becky, Missy, JoAnne-Director evaluations have (mostly) been turned in and the data will be compiled and reviewed before the January 12th meeting, which will start at 6:00 for voting and executive session.

Finance- Ted, Marion and Janet-prepared a proposed budget for 2017, which was presented for review. It was decided to switch the budget amounts in audio e-books and books on CD, since we still have a number of users who prefer CD's.

A **motion** was made by Lisa and Ellen was the second to accept the amended budget. Motion carried.

Reconciliation and copies of the bank statements will be added to the treasurer's report for more transparency.

Policies- Lisa and Ellen-reviewed library policies to look for outdated policies. The Credit Card policy is from 2008, and the Materials selection policy is from 2010. The ALA documents of Library Bill of Rights, Freedom to View and Freedom to Read should be reviewed and included in our policies.

The finance committee will address the credit card policy.

Materials selection policy will be looked at by a subcommittee of Missy and JoAnne.

The ALA documents will be reviewed by Ted and Becky.

Treasurer's role- the revised supplement to the Library Trustees Manual regarding the role of the treasurer in a public library will be reviewed by all the trustees for a discussion at the February meeting.

Strategic committees-

Floor Plan committee-did not meet.

New Business-

Agreement with the Town of Berne-revised the document from last year.

A **motion** was made to approve the changes by Missy and Becky was the second. Motion carried. It will be given to the Town to approve.

Youth services-Kathy

Teen Action Group is doing the water bottle flip challenge and a murder mystery at the library.

Story time was quiet this week.

Beanstack program is in the testing stage, and Kathy will present it at the next Trustee's meeting.

Manager's report- Judy

Inky Fingers group is becoming Creative Hands with a broader goal to have a craft program once a month.

Maintenance- there are still heating issues in the community room. Weatherstripping needs to be done on the windows for the winter.

Light for book drop-after a discussion of different options, it was decided to try a solar light first to see if that will be sufficient, since wiring would be a big project.

Grant applications- Community Arts grant would be for Music in the Park to be able to pay the musicians and the Summer Reading program.

Magnets-a vote was made on what the background color should be with a tie-dye option winning 5 to 2 over green.

A **motion** was made to order 500 of the water design magnets for \$170. The motion was made by Ellen and Ted was the second. Motion carried.

Alliance for Response- Emergency Planning templates should be filled out and added to emergency plan.

Posters- Missy created two posters to share the new hours, but they were not able to be viewed at the library, so she will e-mail them for approval.

Motion to adjourn was made by Ellen and Ted was the second. Meeting adjourned at 8:35.