

Minutes of the Nov. 10, 2016 meeting of the Berne Public Library Board of Trustees

Present: Lisa Raymond, JoAnne Brady, Ellen Doolin, Becky Waldenmaier, Marion Burghart, Ted Borys, Missy Worden and Janet Adams (arrived 7:05).

Also attending: Joe Golden, Town Board Liaison and Judy Petrosillo, Library Manager.

Call to Order at 6:34

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 Becky was the second. The motion carried with Lisa abstaining.

Friends' report-

Photography contest submissions are due by Jan 30th and the reception will be February 25th. There was a discussion about needing display shelves to display the photos during the month of February. The library will be offering two library programs about photography to complement the contest; the first is on Taking Dynamic Photos on Thursday.

DVD shelving- three cases have been ordered but will need to be stained and polyurethaned when they are completed and a place is needed to do that.

Legal Defense Fund- the Friends voted to donate \$100 to replenish the monetary supply for the NYLA Legal Defense Fund.

Old Business-

Chairs- three task chairs have been purchased for the student computer area.

Book Drop Dedication- George Amedore came to story time and participated in the monster theme for the day. There needs to be a light outside over the book drop, perhaps a solar one so that there is no need for wiring?

Standing committees-

Personnel- Becky, Missy, JoAnne- The director evaluation draft was presented for voting.

Motion- to accept the procedure and form for the director's evaluation was made by Ellen and Ted was the second. Motion carried. Trustees should complete the evaluation for the December meeting.

Trustees- Becky will continue another term as trustee.

Nominations- Lisa will seek nominations for office and present them at the December meeting. Voting will be at the January organizational meeting held before the January board meeting.

Finance- Ted, Marion and Janet-did not meet.

Policies- Lisa and Ellen-will meet this month.

Strategic committees-

Floor Plan committee-did not meet, but DVD shelves have been ordered. DVD's will be organized by genre.

Cleaning schedule- 2 hours/per week have been allocated for the library, but there is concern that it will not be enough to properly clean the large space.

Snow removal- will be taken care of by town maintenance

Treasurer's report- Janet

Balance of \$13,767.57.

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

Comptroller's meeting- an organization can have a couple of month fund balance carry over from year to year, but there should be a policy addressing how it is to be handled. That is different than a reserve fund, which is money set aside for a specific purpose.

Checks should have two signatures on them for safety.

Payment of Bills-

Total for vouchers is \$1336.91. This included payments for the windows, masonry and presenters. A **motion** was made to pay the bills by Becky and Lisa was the second. Motion carried.

New Business-

Donation from Lutheran Church for \$200 is from sale of remaining items from Dr. Kolanchick's garage sale that they sold in their thrift shop. Check will be given to the Friends to deposit.

Grant-writing workshop for a Community Art Grant for Albany-Schenectady and Rensselaer Counties- Kathy is attending to write a grant for Music in the Park.

Youth services-written report

Manager's report- Judy

Maintenance- this item should have an item earlier in the agenda and not just be part of the manager's report, so that the Town Liaison is present when it is discussed.

Grab rail in the bathroom has been cleaned.

Construction monies- breakdown of how all the 2016 construction grant money was allocated is in the written Manager's report. There is \$568.50 remaining in the grant and tinting the windows will cost \$795, which is a difference of \$226.50. The Friends will be asked to cover this expense after the remaining 10% from the grant is disbursed next year.

Central library money is going to purchase Ancestry and Mango programs as well as the mobile app Boopsie. Flipster will be providing e-magazines.

Magnets-a mock-up of a magnet was presented with the idea of changing the font color to reflect the new hours on Wednesdays. The outdoor sign will also have to be changed.

NYLA conference- Judy and Kathy attended programs including New Adults, reaching 18-30 year olds; Beer in the library; and Increasing circulation through displays.

Trustee actions- promoting the new library hours. Missy will make signs that can be hung at the Town Halls, dumps, store, senior center, churches, and post offices. They will get put up in January so as not to confuse patrons.

Motion to adjourn was made by Becky and Ted was the second. Meeting adjourned at 8:20.