

Berne Public Library Board of Trustees Minutes of May 11, 2017

Preceding the meeting, Mary Fellows from UHLS presented the BELLS (benchmarking early literacy library services) program which contained information for early literacy. It was well received by the board members.

Meeting was called to order at 7:15pm

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

Also Attending:

Judy Petrosillo, Library Director and Kathy Stempel, Youth Services

Absent: Ted Borys and Joe Golden, library liaison

Secretary's Report from April 13, 2017*

The report was reviewed by the board as presented. A motion was made by Missy to accept the report and seconded by Lisa. Ellen abstained because she was absent at that meeting. Motion passed.

Treasurer's Report *

Marion presented the monthly treasurer's report which included monthly deposits. She noted that the library trustees association fee will be included this month. There will be no extra library hours in the summer except for the programs.

Janet moved to accept the report, seconded by Becky, motion passed.

Payment of Bills

The bills were explained by Marion as presented in her report. She did have a question about differing mileage to UHLS meetings. Judy explained that she and Kathy traveled from different locations, therefore the difference in mileage. Ellen motioned to pay the bills as presented, Janet seconded the motion. Motion approved

Standing Committees

Personnel committee: no meeting

Finance and Budget: Ted and Janet reviewed the 1st quarter and found no discrepancies. There will be an audit every 3 months. The next audit will be in July.

Policy Committee: No meeting at this time, Ellen mentioned they would have new policy changes to be considered at the next meeting.

Strategic Plan: Building Committee

The teens have given Judy some input on what they would like to have in the new seating area. Cost of chairs and desk units were discussed and what would be considered for use. Lisa, Judy and JoAnne will meet after the meeting to offer suggestions. Payment will be funded by the Friends. How to pay was discussed by Judy and Marion.

Old Business:

We discussed the protocol on how to ask the Town Board for the ongoing needs for the maintenance and upkeep of the library. Janet expressed that it is prudent to remember what task and jobs are priorities. We all realize that a maintenance man is still pending. We all felt we should give a time reference as to when the jobs were first requested.

We also reminded ourselves to send thank you notes.

Judy brought to our attention that an upcoming construction grant could be used for a replacement roof or snow guard. The library would be eligible for 75% . She also mentioned weather damage to the foyer and the need for replacement lights. She will request money from Senator Amedore from the special legislative grant for lights along with other projects. Several ideas for projects were offered by the board members.

Judy wondered if we thought the STEM Kits should be considered. We all agreed.

Friends Report:

Bowls for books was not as successful as the previous year

Music in the Park is scheduled for 5 weeks

No Summer Fest at the Town Park in August but at the Switzkill Farm on July 22.

Library Hours Increase:

Missy prepared a flow sheet of number of patrons by the day and the possible days to add an additional four hours. Judy mentioned it would be 4.75 hours, due to opening and closing time. Friday has been a big request for the library to be open. Marion reminded us that we would have to put in our budget request by August.

A motion was made by Ellen to request and add to the 2018 budget a 4 hour increase in hours Friday from 2 to 6 (4.75 hours per week increase in salaried time). The motion was seconded by Janet. Motion passed. The amount of money needed will be determined by the finance and budget committee.

My Card Program:

Judy is registering children in grades 3-6 at BKW on May 11, 15, and 17. Judy will working with a Westerlo staff member to help students fill out registration cards and explore the resources at the public library . Everyone in grades K-12 received a My Card flyer.

Annual Dinner June 14 at Albany Country Club

Memorial Day Parade:

Help was requested for planning and decorating. Work day set up for May 16 at 6:30pm at the Senior Center.

New Business:

None

President's Report:

JoAnne prepared a calendar for board items that should be done each month. Board members are encouraged to add information to the calendar. Marion mentioned the audit for January, April, July and October. Order a BKW year book in February. Pay Library Trustees Association dues in December. Check Spectrum (Time Warner) contract in June for changes in July.

JoAnne thanked us all for the ongoing achievements and wanted to encourage us to use our special talents.

Youth Services Report*

Story time continues to have fun.

This summer there will be a Comic Con at the Berne Town Park with financial support from the Friends.

The May program for TAG is Unprom your attire. They will be making unique clothes out of materials such as duct tape.

Kathy attended the NYS Youth Services conference in Ithaca.

Kathy is looking into a program where teens create videos.

The staff will have a BELL training on August 21.

Director's Report*

Program review

Special Events: library closed May 23 at 2:30pm for Assessor Grievance Day

Motion to adjourn by Janet, seconded by Ellen at 9pm

Next Meeting: June 8, 2017 at 6:30pm

Respectfully submitted,

Becky Waldenmaier