

## **BERNE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES OF JUNE 8, 2017**

Meeting called to order at 6:29pm

Present: JoAnne Brady, Lisa Raymond, Missy Worden, Janet Adams, Ellen Doolin, Ted Borys.

Also Attending: Judy Petrosillo, Library Director, Kathy Stempel, Youth Services, Joe Golden, library liaison

Absent: Marion Burghart, Becky Waldenmaier

### **Secretary's Report from May 11, 2017\***

The report was reviewed by the board as presented. A motion was made by Missy to accept the report and seconded by Janet. Ted abstained as he was absent at last month's meeting. Motion passed.

### **Treasurer's Report\***

With Marion absent, the board discussed the deposits and expenses. Per Judy, the PLACE (Public Libraries Advancing Community Engagement) grant is \$1000.00 which will be used for three programs on extreme weather events which includes an Albany weather forecaster. Judy ordered new staff computer. The Town paid Kathy for her for town hours instead of library hours which will be corrected next pay period. A motion was made by Janet to accept the treasurer's report and seconded by Ellen. Motion passed.

### **Payment of Bills**

Kathy Stempel misplaced check#2689 for \$18.19 issued on April 14, 2017. A new check will be issued with the understanding if the original check is found it will be returned to the treasurer. Ellen made a motion to reissue a check to Kathy and Missy seconded. Time Warner, Spectrum now, need to renegotiate contract in July. We will drop the fax line. Currently we have free cable and internet. A motion was made to approve payment of bills by Ellen and seconded by Janet. Motion passed.

### **Standing Committees**

Personnel Committee: No meeting

Finance & Budget Committee: Ted submitted a typed note stating the 1<sup>st</sup> quarter was reviewed and found to be in order. Copy will be filed in binder.

Policy Committee: Ellen discussed which policies should be worked on next. Privacy and Confidentiality will become Confidentiality Policy and Ted will review. Library Services for People with Disabilities will be reviewed by Missy and Becky if she agrees, otherwise Ted will step in. This may actually be LAW now. Guidelines for Use of Nook, is a policy not a procedure and will be reviewed by Ellen and Judy. Guidelines for Photocopy machine, will be reviewed by Janet and Marion if she agrees.

### **Strategic Plan: Building Committee**

Judy ordered and installed the study carrels. JoAnne working on chair and a half for kids section. Lisa working on teen sitting area.

### **Old Business:**

The town has hired Chance Townsend as the new part-time maintenance employee. Jeff Alexander will also work with him. The drop box light installation will be re-evaluated. We will continue to investigate a solution for falling snow off the roof. Rugs scheduled to be cleaned. Discussed LED lights that plug into current lighting system with possible grant being sent to Senator Amedore. Joe said this is a town expense as it is a town building.

Friends Report: No meeting.

Library Hours: We will be asking the Town Board for an increase of 4.75 hours which will be on Friday 2-6 pm to include opening and closing time

My Card: Taking a lot more time than anticipated. Judy stated 30 hours of volunteer time. She spent three days at Elementary School, then entered cards into computer. She still needs to finish K & 2 but is pushing to get Elementary School completed before end of school year. The high school will be addressed in the fall. Fifth graders borrowed State books for their school report.

Annual Dinner: Vasilios and his wife will be attending along with Judy, Kathy and JoAnne.

### **New Business:**

Yearly schedule: It was decided JoAnne will bring a copy to monthly meeting and we will continue to work on this.

Marion and Ellen are up for re-election and asked to consider remaining on the board.

**Youth Services:** Would like to get the PTA to work on “Building a Better World” as their theme. Summer reading challenge in place. Beanstalk on line. Storytime continues to be well attended.

**Library Manager Report:** Judy is working on the PLACE Grant. Attended UHLS Director’s meeting and came back with some input which was discussed. Selling hunting and fishing licenses will be discussed with Anita, Town Clerk. EZ passes are sold at Guilderland Library and can be a source of revenue. We discussed having an “active shooter and safety program” and the need to have a safety feature for employees in case of an emergency. Sent summer pamphlet to Altamont Enterprise for printing.

**Marketing Ideas:** Jester Jim on July 6<sup>th</sup>. Matt Decker will be doing a solar eclipse program July 10<sup>th</sup>. Summer Reading Program signup - reading challenge paperwork for adults is available at the library.

Motion to adjourn by Ellen and seconded by Janet at 7:58pm.

NEXT MEETING: July 12, 2017 at 6:30pm

Submitted by: Lisa Raymond for Becky Waldenmaier