

Berne Public Library Board of Trustees Minutes of the Meeting

Thursday, July 13, 2017

Secretary's Report submitted by Becky Waldenmaier

Present: JoAnne Brady, Lisa Raymond, Missy Worden, Ted Borys, Marion Burghart, Janet Adams, Becky Waldenmaier and Ellen Doolin (arrived after the start of the meeting).

Also attending: Joe Golden, Library Liaison, Judy Petrosillo, Library Manager and Kathy Stempel.

Payment of Bills: The bank statement was explained by Marion with the explanation of a lost check, and a redo for the Staples check. The income and expense were the normal monthly amounts. The salary line is not reflected, but Judy mentioned she included the salaries in her flow sheet. Lisa motioned to accept the report, seconded by Janet. Motion passed.

Review of Vouchers: No questions asked. Janet moved to pay the vouchers, seconded by Ted. Motion passed.

Secretary's Report* submitted by Lisa Raymond

The board reviewed the report and Missy motioned to accept with a seconded by Janet. Motion passed, abstained by Becky who was absent from the meeting.

Committee Reports:

Finance & Budget Committee:

- It was discussed that the finance committee should meet and have a rough budget draft by the end of August. The Town of Knox should also be reminded of the need of funds for library services.
- There was a discussion on asking for salary increases for the staff. It was decided on asking for 3% increase.

Floor Plan Committee:

The teen area has now been installed. We discussed some other new additions including a chair and a half, JoAnne is looking into types and prices.

Confidential Policy:

Ted presented a draft of the policy it was decided to send it to the Town attorney for his input.

Library Services for people with disabilities committee was formed, Missy and Becky will review the present guidelines

Guidelines for Nook: Judy and Ellen are looking into. Part of the discussion was about adding the use of an E-reader, and what the library should do.

Guide lines for photocopy will be reviewed by Janet and Marion. The costs were discussed and determined.

Old Business:

- The needs were reviewed as listed in the agenda. Judy suggested a construction grant could be used to purchase LED lights. The lights are available through NYSID, a preferred vendor. The construction grant would have to be submitted by September 1, 2017.
- Judy explained what Weather Guard Roofing had recommended.
- The rugs have been cleaned and the bill submitted to the Town for payment. We need 3 cost estimates for buffing the floors, Judy will look into this for the fall.
- Security Cameras: With Joe Golden's input the board discussed the need and purpose for security cameras. It was decided it would be ok to install cameras outside the building for safety reasons. The Town has money to fund the cameras. It was agreed to have someone come to discuss Judy where they might be installed.

Friends Meeting:

Becky attended the Friends meeting. The budget is in very good shape. There was some discussion on whether to hold the lasagna dinner or not. The dinner was not well attended last year. Also, Donna wanted input on how we could do Bowls for Books, several options were discussed and are being looked into.

New Business:

Re-election: Marion and Ellen will be up for reelection. Marion mentioned she would still like to be a board member, but would like to relinquish her duties as treasurer.

Youth Services Report:

Kathy updated us on the summer activities. She is still organizing the Comic-con for the fall. Music in the Park was well attended.

Library Managers Report*

Judy reviewed a new app through the UHLS. It is called UHLS mobile and is powered by Boopsie.

She discussed the Star*net grant as well as the Place Grant. She explained the Better Books policy and the option that we will be doing prior to the book sale. Her report also highlighted the Bells program, My Card program and the Construction Grant Program. JoAnne attended the board meeting and shared the pros and cons of attending. One board member had questions about the Bells program.

Marketing Ideas for July:

JoAnne question if it would help if patrons would go to the board meetings and request adding Friday hours from 2 to 6 pm. We all thought this would be an excellent idea.

Meeting Adjourned at 8:50pm Next Meeting August 10, 2017 at 6:30pm

Respectively Submitted by,

Becky Waldenmaier