

**Berne Public Library Board of Trustees Minutes of the Meeting  
Thursday, August 10, 2017**

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

Absent: Janet Adams

Also attending: Judy Petrosillo, Library Manager

Call to order at 6:36pm

No new additions to the agenda.

**Secretary's Report\*** submitted by Becky

The report was reviewed and corrections will be made as pointed out. Lisa motioned to accept the minutes as amended and seconded by Ted, motioned passed.

**Treasurer's Report\*** submitted by Marion

Reconciliation Detail was reviewed by Marion. She mentioned that Judy had not cashed her check as of yet. Deposits reviewed. \$200 will be reimbursed by the Friends for the teen table. There will be additional monies coming from the Friends for the purchase of summer reading books. Total from the Friends will be \$471.00. Salaries are on track, at \$18,439.10.

Judy mentioned that some videos are now sold only as a combined DVD/Blu-ray which increases the cost. A motion was made by Becky to accept the treasurer's report seconded by Ellen. Motion passed.

**Payment of Bills:**

Marion reviewed the payment of bills and vouchers. Questions were answered. Ellen motioned to pay the bills, seconded by Lisa. Motion passed.

Judy mentioned that we were \$100 over the average payroll which is expected for the summer.

**Standing Committee Reports:**

**Budget committee:**

Ted and Janet did the Quarterly Audit.

Marion discussed the 2018 budget. The equipment line is for printer replacements. The salary line included the 3% salary increase (\$913) plus salary for an additional 4.75 hours for Fridays (\$3,631) for a total salary increase of \$4,544. We are requesting an additional \$191 for operating expenses from Berne. The amount of money from Knox in 2017 was \$5,700. We will be asking for an increase for 2018. The letters to Knox and Berne will be sent in September.

Lisa made a motion to accept the 2018 budget as presented, seconded by Missy. Motion Passed.

**Policy Committee:**

Per Ellen they did not meet, but there is an interest for a policy for Children and Dependent individuals. Ellen reviewed what the policy entailed. Ellen and Missy will be on the committee.

Guidelines for Printing and Faxing: No new changes or suggestions from July 2017 draft so the guidelines will be as written. Prices will be 15 cents per black and white copy, 50 cents per color copy, \$1.00 for first page of fax and 50 cents for each additional page.

Confidential Policy: There were grammar changes made. Marion made a motion to accept the policy and Missy seconded the motion. Motion approved on August 2017.  
Ted remembered that the policy would be sent to the Town attorney. Judy will send the confidential policy to Anita, to be reviewed by the Town Attorney.

Library services for people with disabilities policy: The board read through the draft. Questions and comments were made. Missy will make additions and changes for the September 14 meeting. Judy commented on the equipment for visually impaired that is available for use in our library. We will vote on this policy in September.

Guidelines for Nook: Ellen sent copy to Judy, reviewed by board during meeting for approval.

### **Building Committee:**

The chair and a half will be delivered tomorrow. JoAnne let us know the next phase to be done will be the wall area.

### **Old Business:**

Judy still needs sand bags filled.

Book return light installation needs to be corrected. Haytham Bajou is aware of this.

The floors have been cleaned (rugs) the buffing of floors needs to be scheduled.

My Cards will be given to high school students in the fall.

### **Yearly Schedule:**

JoAnne reviewed upcoming meetings of interest. The Town will have a budget meeting and thought it would be good for library patrons to attend. The board members discussed how we could get more people involved in campaigning for more library services.

We agreed that a petition might be a good idea. Judy was agreeable to placing a petition in the library. We all agreed that the Friends should sponsor the petition.

### **Trustees:**

JoAnne reviewed the potential need for a new candidate for a trustee position. Judy asked if we knew someone to ask. Openings will be posted once resignation letters are received.

### **Youth Services Report\*** submitted by Kathy Stempel

Kid's Finale

### **Managers Report\*** submitted by Judy Petrosillo

#### **Construction:**

Roofing: Judy presented information that she received from Weather Guard regarding what could be done to keep the roof updated and safe from hazardous weather conditions.

It was felt that the roof should be replaced or repaired. Weather Guard felt it could be recoated with a 10 year warranty. Judy discussed the possibility of pursuing a grant for the construction.

The grant would cover the roof and new light fixture installations, which were quoted as \$2,600 for the installation. The Town has approved 25% for the matching of the library construction grant.

Judy requested to purchase a new projector, midrange would be \$499.99. Ellen suggested a source for purchasing a projector at a cost effective price. Judy described what she felt we needed. Ellen quoted a price of \$459.00 from projector people.com. The board approved the amount of \$499.99 for the purchase of a projector.

Judy reviewed the dates of upcoming programs. She and Kathy will meet with the Knox Town Supervisor in September to discuss the possibility of having a library program in Knox.

Pushing the Limit Program was reviewed by Judy the first book will be The Water Knife by Paolo Bacigalupi.

Meeting Adjourned at 8:50pm

Next Meeting will be held on September 14 at 6:30pm

Respectfully Submitted by,

Becky Waldenmaier