

## Berne Public Library Board of Trustees Minutes of the Meeting, September 14, 2017

Present: Lisa Raymond, Missy Worden, Ted Borys, Marion Burghart, Janet Adams, and Becky Waldenmaier.

Absent: JoAnne Brady and Ellen Doolin

Also attending: Judy Petrosillo, Library Manager, Joe Golden, Library Liaison, Kathy Stempel, Youth Services

Meeting called to order at 6:30 by Lisa Raymond

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

Lisa mentioned that the audit had to be signed by Janet. The report was reviewed and a motion made by Janet to accept and seconded by Marion. Motion passed.

### **Treasurer's report\*** submitted by Marion

Reconciliation detail was presented by Marion; deposit of \$1726.76 was hefty due to 90% of LLSA funding (\$1264.00) was received. Marion felt we are on target with money coming in, including the PLACE Grant, and the Friends helping with the Summer Reading Program. Purchases included the new projector. We are down in operations costs, with less spent in books, but more on videos. Missy inquired what the soft ware applications were. Marion informed us they were for the new thin client programs and antivirus software. The salary line is under by \$318.00. Travel expenses are down. Judy pointed out that Andrea's town report showed contractual expenses for the library were high and found out they were not all library expenses. Those expenses have been correctly coded and removed from our budget line. Janet moved that we approve the treasurer's report, seconded by Ted.

Judy informed us that the Town has approved the 4 additional library hours and the 3% raise in the preliminary budget.

### **Payment of Bills:**

Marion reviewed bills as listed in report. The Time Warner amount of \$8.88 is a credit due to the change to one line. The approximate cost going forward, per Marion, will be \$44.00. Janet motioned to accept the payment of bills; it was seconded by Ted and passed.

### **Committee Reports:**

- **Personnel:**  
JoAnne has sent out evaluation form for Board to complete in October.
- **Finance and Budget:**  
The committee will meet after the town budget is finalized.  
Judy presented a draft a letter to the Town of Knox asking for an increase in funding.  
We discussed the letter, and changes were made based on recommendations.
- **Floor Committee:** No meeting, the next project will be a book case.
- **Confidential Policy:**  
The Town Attorney reviewed the policy and felt it was sufficient. He compared it to the old policy.

- **Library Services for People with Disabilities:**

Changes had been made and corrected by Missy. Janet motioned to accept the policy and seconded by Lisa. Motion passed. Judy will add this to the web page.

**Old Business:**

- Judy reviewed the needs of the upkeep of the library. The light for the book return still needs to be done, as well as the timer for the outdoor light. The floors still need to be done. A Wolberg salesperson will be giving an estimate on the lighting for the foyer and porch. This will be funded by the Amedore Grant. Judy questioned Joe if she could hire an electrician or go through the Town for the work to be done. Judy will look into this.
- Friends Meeting:  
The Friends group is doing well financially, thanks to some recent donations. It was decided to hold the Lasagna Dinner on Oct.21 (note: changed to November 4 due to conflict with the Thompson Lake Reformed Church turkey dinner). The Music in the Park did well, not so much The Summer Fest. The Friends are still considering Bowls for Books. There will be new books for the story walk, along with a guest author in the spring. Marion also mentioned the Smile Amazon program to raise money for the Friends.
- Yearly Schedule: No new additions.
- Trustee Openings:  
Marion is running for reelection. Janet's resignation was accepted with regret, and Ellen will be letting us know. Janet was thanked for her service. Joanne will speak with Anita about the opening. Judy will also include the need for openings in the Courier.

**New Business:**

Construction Grant: Judy explained our request for the Construction Grant program as listed in her manager's report. Questions were answered and Janet motioned to submit the grant as written. Ted seconded the motion, motion passed.

**Director's report\*** submitted by Judy

Judy reviewed the My Card program and asked Missy to work on a flyer. Missy accepted. The report was reviewed by the board. Judy continued her information on the NNLM MAR grant. She informed us that tablets would be provided through this grant, she was not sure of how many.

**Youth Services:** by Kathy

Kathy presented the program she is doing. She has the Tag scheduled for the year. Story time seems to be drawing a younger group. The teens will be doing an Escape Room  
She is also planning on doing a video challenge with the teens. Everyone is looking forward to the first HelderCon.on Sept. 23 from 11 to 4pm.

Marion motioned to adjourn at 7:58 pm. Seconded by Janet.

Next Meeting October 12, 2017 at 6:30 pm

Submitted by Becky Waldenmaier