

**November 9, 2017**

**Berne Public Library Board of Trustees Minutes of the Meeting**

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

Also present Judy Petrosillo, Library manager.

Meeting called to order at 6:07pm.

An executive session was called at that time to review the Director's evaluation. Questions and comments were answered; a motion was made by Ellen and seconded by Janet to resume the meeting.

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

The October minutes were reviewed by the board, no comments or questions were asked. Marion motioned to accept the minutes as written, seconded by Lisa. Motion passed.

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

There was a discussion on this months salary line, Judy explained that it was over due to recent training and the library received 3 iPads from the training. Marion felt that we should try to stay in the budget line. There are three more pay periods and we all felt this will be fine and will be in the budget line. Janet motioned to accept the report, seconded by Ted. Motion passed.

Ellen asked to be excused at 6:35pm and will return.

**Payment of Bills:**

Marion reviewed the payment of bills. The Wolberg bill for LED lights for the porch and foyer has already been paid and cleared at the amount of \$360.00. This is part of the Amedore grant. Judy is being reimbursed for the purchase of two iPads. The Friends will be reimbursing the library for some book purchases that were made.. There have been some recent memorial donations to the Friends for books, including Bob Warner and Lee Ann Connors. Judy also mentioned the recent passing of Trudy Horl.

Missy asked if we had spent over the budget line, Judy reviewed the bottom lines and noted that we are still in the black. A motion to pay the bills was made by Lisa and seconded by Janet. Motion passed.

**Committee Reports:**

**Standing Committees:**

Director's Evaluation: JoAnne and Judy will meet to review.

Finance and Budget: Marion reports that the budget had been completed as well as the quarterly report.

**Policy Committee:**

JoAnne has asked Ellen to update which policies need to be updated.

Missy reviewed the Children and Dependent Individual Policy with us. This will be voted on next month.

Marion presented the Circulation Policy, she and Ted thought that the late fees should not be included, everyone else thought it should. Janet thought it should include a statement about waiving fines. Marion read an example of an exemption statement that we all agreed with. This will be voted on next month.

**Strategic Plan:**

Floor plan: Judy sent Adirondack Woodshed measurements for bookshelves as well as asking Brett Pulliam for an estimate. She asked Chance Townsend about moving the card catalog. He said he would have to wait until Jeff Alexander came back from vacation.

**Old Business:**

JoAnne let Judy know that we all felt that as a board we should be more involved in letting the town board know what needs to be done for the upkeep of the library.

Ellen returned to the meeting at 7:15 pm

Judy reviewed what needs to be done for the upkeep of the library, including porch timer, the closers as well as the heating problem.

There is also a rotting window in the left corner of the library. Judy thought the cost would be at least \$300.00.

**Friends Report:**

Marion said that the proceeds from the lasagna Dinner and Cake walk were \$1,377.00.

There will be no December meeting.

Upcoming Events: Photography Competition, Bowls for Books in April, Book Sale in March

My Card program: Judy says the flyer is ready to go; Judy's goal will be done by November. We discussed the age of the child for the program.

**Nominating Committee:**

Terms are completed for President JoAnne Brady and Treasurer Marion Burghart.

Nominations are as follows:

President - Marion Burghart

Treasurer – Ted Borys

Secretary - Becky Waldenmaier

Vice-President - Lisa Raymond

**Trustee Positions:**

Two trustee positions are open for next year. Judy asked if anyone had suggestion for board members. Several suggestions were made. Ellen mentioned our recommendation to the Town Board should be done by December since they are appointed at the first Town Board meeting in January.

**Youth Service Report:\***

E mailed to us for review.

**Manager's Report\***

Judy had questions related to the town budget and wondered if the budget could be changed or money shifted, being there was a change in leadership. Lisa commented that if it was passed it could not. Judy wanted to know whether she should order new magnets with the new hours. The next town board meeting is December 14<sup>th</sup>.

A motion was made by Ellen to update to a faster internet speed, seconded by Janet.

Motion passed, Judy will contact Spectrum.

Active shooter training is offered through the sheriffs department for next year.

Judy announced that she will retire as of March of 2018. She certainly will be missed.

She has notified Tim Burke who will help us hire a new director.

**Marketing Ideas:**

Looking for trustees

**Upcoming Program:**

December 7, 2017 Holiday Centerpiece

Motion made to adjourned at 8:15pm

Next Meeting December 14, 2017 at 6:30pm with Tim Burke from UHLS.

Submitted by Becky Waldenmaier