

**December 14, 2017**

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

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

Also attending: Judy Petrosillo, Library Manager; Kathy Stempel, Youth Services; Tim Burke from UHLS and Joe Golden, Town Liaison

Meeting called to order at 6:02 pm

Tim Burke presented the board with information about searching for a Library Director. Documentation was provided for our use. He stressed the importance of a good job description. Judy had a question relating to a civil service list. She has a contact person who can help us with information. Guidelines were given for a search committee.

We had a discussion on hourly vs. contractual payment. Ellen reminded us that our salary line provides us with some flexibility. Tim reminded us that the UHLS does online job postings. They also provide the director with training and support. Tim felt the most important goals are to establish a budget, chose a new director and continue with our long range plan. Tim also went over the UHLAN cost share agreement between the system and the existing libraries. These are 3 year terms. He explained the fee structure and the increase fee of \$.055 per circulating item.

He is asking for an extension of the current agreement, for a year.

Ellen motioned to accept the extension, seconded by Ted. Agreement passed.

Tim reminded us that on January 17, 2018 there will be a core trustee training session at UHLS.

JoAnne asked for any new additions to the agenda. A reception for retiring trustees was added.

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

The board reviewed the report. Janet motioned to accept the report as written. Missy seconded the motion, motion approved.

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

Marion reviewed the payment of bills. She explained about the money that was contributed by the Friends group.

Expense report:

Judy explained what was contributed by grant money. Judy reviewed the salary sheet. The board encouraged Judy to put in staff time for training, even though we would be over budget. She stated it would be about \$143.57 over the budgeted amount. Janet motioned to accept the treasurer's report, seconded by Lisa, motion passed.

### **Payment of Bills:**

Cable charges not included yet. The credit card bills were reviewed. There was \$689 to Judy for items in the STEM kits. A motion was made by Janet and seconded by Ted, motion passed for payment of bills.

## **Committee Reports: Standing Committees**

### **Personnel Committee:**

JoAnne asked if everyone reviewed the Director evaluation, the updated version. Not received, she will send it again. Marion will be added to the personnel committee for the director's search. Missy, JoAnne, and Becky will remain.

### **Finance:**

Committee did not meet.

### **Policy Committee:**

Ellen has a list of all the policies that are done and will update the binder. Marion mentioned that they should also be on our computer.

## **Committee Reports: Strategic Plan**

### **Floor Plan Committee**

Brett Pulliam will be doing the shelving, an estimate has been sent to the Friends. Rick Fortuin is replacing the outside lights and the timer.

### **Policy and Guideline Committee**

JoAnne requested a motion be made to adopt the Children and Dependent Person policy, Missy moved to accept the motion, seconded by Ellen, policy adopted.

The revised Circulation Policy and Procedure was approved with changes. Motion made by Ellen, seconded by Becky, all in favor. Ellen asked for a copy to be sent to her for the binder.

## **Old Business:**

**Building report:** Judy reviewed what has been done to winterize the windows. It was found the fascia was coming loose and was repaired by Chance. The rotted window in the teen area is being repaired for \$345.00. Judy requested we purchase an electric heater for the community room. We all felt we need to purchase a heater. Ted moved to have Judy purchase a kid proof electric heater not to exceed \$100. Ellen seconded the motion, approved by board

A new closer is still needed.

### **Friends Report:**

Becky and Anne Hein will do a bulletin board advertising the photo contest.

## **New Business:**

**Appointment of new committees** will be in January

### **Nominations of officers for 2018:**

Marion Burghart, President

Lisa Raymond, Vice President

Ted Borys, Treasurer

Becky Waldenmaier, Secretary

JoAnne thanked everyone for stepping up. Judy and the board expressed their thankfulness for JoAnne's commitment to the board. Joe Golden also expressed his thanks.

### **Trustee Applications:**

Three trustees' applications were read by JoAnne. The board discussed the pro and cons of each candidate. Two of the three will be recommended to the Town Board for appointment. One will be a 5 year term and the second will be a 2 year term. The reappointment of Marion Burghart will also be requested.

Joe Golden excused himself from the meeting; we all thanked him for his dedication to the library as our Liaison.

Plans will be made for a reception for the retiring trustees, as well as for Judy and Joe.

Judy mentioned a reception to be held on December 23 for Kevin, Joe and Wayne from 9-12 p.m. at the town hall.

The renewal of LTA membership will be due in January. New trustees will need to be added.

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

A few of the stem kits were shown, an open house workshop to introduce the kits will be held at the library on December 28.

Judy, Kathy and Sandy attended training on searching for quality Web site for health issues.

Kathy attended the NYLA conference which included workshops for rural libraries and youth services. The upcoming TAG group will be a Nerf battle. Also Beanstack has a winter challenge.

**Manager's Report\*** submitted by Judy Petrosillo

Judy explained the need for a static IP through Spectrum, the cost is \$9.99 per month. Ellen made a motion to approve, seconded by Becky, motion passed.

Advocacy Day is February 28, at the Capital.

Judy felt that Core training should be done at the library to accommodate the new Library Director and trustees.

The My Card Program cards for the high school will be distributed the end of January.

Judy asked us about fine forgiveness for the month of February for Berne library items returned to the Berne Public Library. A motion was made by Ellen and seconded by Janet, motion passed.

The Place grant is done.

SAMS renewal, is required for construction grants. Ellen recommended that this procedure get written down for future renewal. Judy already has info written up for this.

New hours have been approved by the Town Board. The library will be open from 2 – 6 p.m. on Fridays. New magnets will be ordered with the new hours.

Upcoming event for January 18: Author Matt Bua who wrote Talking Walls at 7 pm.

No further discussion, meeting adjourned at 8:37pm.

Next Meeting on January 11, 2018

Submitted by Becky Waldenmaier