

February 8, 2018

Berne Public library Board of Trustees Minutes of the Meeting

Present: Marion Burghart, Lisa Raymond, Ted Borys, Chuck Batcher, JoAnne Brady, Missy Worden, Emilie Wright and myself, Becky Waldenmaier.

Also Attending Sean Lyons, Library Liaison, Dennis Palow, Ellen Doolin. Patty Willsey and Joel Willsey arrived later.

The Annual report was prepared and presented by Judy Petrosillo, Library Director.

A copy of the full report is available for review.

The Annual report will be presented to the Town of Berne Board in March.

Meeting called to order at 7:01pm by Marion

Agenda updates were added.

Secretary's Report* submitted by Becky Waldenmaier

Marion asked if there were any questions or comments, none noted. Lisa motioned to accept the report, seconded by JoAnne motion approved.

Treasurer's Report* submitted by Ted Borys

The checking account has been set up with SEFCU. All new disbursement will be coming out of SEFCU. Existing checks have to clear before closing out the Key Bank account.

Ted reviewed the payment of bills as listed. He explained the Cable billing to the board.

A break down of the Citizen's Bank was reviewed. A motion was made by JoAnne to pay the bills and seconded by Missy. Motion passed with no objections.

Judy informed the board why the salary was over budget, and how it would be reconciled. There was a clarification on the amount for E Books.

Lisa moved to accept the Treasurer's report, seconded by Becky. Motion passed.

Judy added that the check for operating expenses will be approved next month, by the town board.

Committee Reports:

Personnel Committee:

JoAnne reviewed what the committee had been preparing to interview the three chosen applicants.

Marion noted that the committees were talking to the references. Lisa inquired about the question that would be used. Examples were shared with the board. The Interview process was explained by JoAnne.

Finance and Budget Committee:

New account has been set up as previously noted.

Policy Committee:

JoAnne and Lisa have not met. Ellen prepared a spread sheet of policies, that we now have and those that we need. Marion suggested that we wait until we have a new director before working on any new or updating policies.

Judy asked about the hire of a new director, and if we felt the need for an acting manager before March 1st. Marion felt we would potentially have a new hire before March 1st.

Floor plan committee:

JoAnne shared the floor plans and we discussed what had been accomplished. It was decided that it would be called The Esthetic committee. Lisa, JoAnne and Emilie offered to participate if there was a need.

Building:

Rick Fortuin has done some work. The florescent lights are done, as well as the closer.

Judy received a call from Tim Burke from UHLS he offered monies from another system, the amount of \$17,686.00. and questioned if we could utilize it. Judy had to rewrite a grant and submit it by Friday. Judy knew we needed the roof done. The money had been taken out of the budget because we had not received grant money. Judy reviewed the amounts with the roof and the LED lights. The roof alone will be \$24,000. Joel Willsey asked what they were doing to the roof. Judy read the description that was provided by Weather Guard. Judy is waiting for a letter of commitment from the town board. She would need this by February 14. Mr. Lyons felt the board may be able to commit to this, but had to be put to a vote.

Marion noted that the book return light still needs to be adjusted. The removal of the garage needs to be addressed in the spring.

Friends Report:

Postponed until Feb. 14

Upcoming events included photo contest reception on March 3

Book sale, drop off date on March 17, Sale dates: March 24 and March 25

Yearly Calendar:

The Annual Report prepared for Jan and presented in Feb to Board of trustees and March to the Town Board.

March upcoming letter from the Kiwanis for the Memorial Day float

Magazine orders in March

Magnets:

Judy is pursuing orders through an Altamont printing company.

The Annual report resolution was read by Marion and Missy motioned to accept the resolution and was seconded by JoAnne. Resolution passed.

Youth Services Report* Kathy Stemple

Kathy reported that the Beanstalk program sum was 23 readers with 10,836 minutes.

Upcoming programs Jr. Chef Feb 21st.

Marion mentioned the CORE training will be in March at 6: pm for approx 1 ½ hours.

Managers Report:*

Judy reviewed what needs to be updated with the new director coming aboard. She has started a folder.

Judy reminded us that Advocacy Day is coming up for those that can attend.

Judy discussed with the board what copies need to be kept and for how long. She thought time sheet need to be maintained.

She asked the board if the Mohawk Cycling Club could use the side lawn for a rest stop. Permission was granted. The Town would have to approve. Dates for the event are Sept. 8 and 9th. We all agreed this would be ok.

Upcoming Programming:

May 21 Author Candace Christiansen

April 15 Erie Canal Display

Meeting Adjourned: 8:37pm Next Meeting March 8th

Submitted by Becky Waldenmaier