

April 12, 2018

Berne Public Library Board of Trustees minutes of the Meeting,

Present: Marion Burghart, Lisa Raymond, Ted Borys, JoAnne Brady, Missy Worden, Chuck Batcher, myself, Becky Waldenmaier and Emilie Wright arrived approx. 5 minutes after the start.
Also attending: Kathy Stempel, Library Manager.

Call to order at 6:30pm

Agenda: The Memorial Parade was added for discussion.

Secretary's Report* submitted by Becky Waldenmaier

The board reviewed the March 8th minutes and with few grammatical corrections and the addition to the names of the board members it was motioned by Missy to accept the amended minutes. It was the seconded by Lisa and approved.

Treasurer's Report* submitted by Ted Borys

Ted noted that the payroll was too high and pointed out why that occurred. Kathy mentioned that her pay rate had to be adjusted; some of her time was rated as library assistant. She had pointed it out to the payroll clerk and has not been compensated yet.

Marion pointed out that the books and reference materials were high, but there will be some reimbursements from the Friends. Marion also asked where memorial fund was located in individual patron contributions. JoAnne asked Kathy if she had ordered books, Kathy verified she had. Ted pointed out which were accounted for. Kathy has just ordered the magazines for the year.

Ted noted that the Key Bank account is closed out.

Two checks from the SEFCU account have not cleared, one from Judy from February and the seconded from LTA.

Lisa motioned to accept the treasurer's report with the amended salary line, it was seconded by JoAnne. Marion asked Ted to make a copy of the amended report for the secretary's report. Motion was carried.

Payment of Bills:

Ted reviewed the payment of bills as listed on the report.

Kathy mentioned she had not put her mileage for the conference in for payment, but will do so next month.

Becky moved to accept the payment of bills, JoAnne seconded the motion. Motion Carried.

Committee Reports:

Personnel: No report at this time. Marion brought up the fact that Kathy is trying to hire a temporary clerk that would then become a substitute clerk. She spoke with Civil Service and questions if she should call a potential candidate that is on the list. Marion thought that she should do that, even though she has a person lined up to take the sub position.

Finance and Budget:

The quarterly audit will be done after the board meeting tonight.

Policy Committee:

JoAnne handed out a list and examples of policies that need to be worked on.

We discussed what should be a priority and which had to be revised. Listed below are the board members willing to work on the policies.

Exhibits and Display: Marion and Becky

Bulletin Board Policy: Missy

Customer Service: Missy

Friends and foundations: JoAnne

Loan of Tablets: Lisa to amend

Tutoring: Emily will do in the future

It was discussed that the FOIL and the Patron Behavior committee would require more than one person and will be set up in the future.

Aesthetics Committee:

No new plans at this time.

Marion reviewed our strategic goals with the board, they include:

- 1- Secure adequate funding for services that will meet the evolving needs of the community.
- 2- Advocate the value of the library to the community.
- 3- Develop program, services, and collections that meet the educational and recreational needs of the community.
- 4- To keep technology up to date. Kathy worked with Rob on cataloguing.

Marion felt that we needed to do more to visit community groups and to improve our ability to advocate for the library. We also reviewed the need to update our non-fiction collection. We also discussed the need to set up a procedure for patron requests.

Several suggestions were made by board members on ideas to approach other community groups, as well as ideas for patron interests.

Old Business:

Light for Book return, Marion spoke with Haythem about adjustment.

Dry wall crack on interior wall, request for town maintenance

Removal of garage, faulty foundation

Grant update, needs specs as soon as possible. Kathy will contact Chance and Marion will speak with Joel about roof specs.

Friends Report:

Bowls for Books details given for April 14th. Event

Book Sale profits reviewed approx. \$500

Yearly Schedule:

Addition of Memorial Day Parade

JoAnne and Marion to close the Key Bank account on Saturday.

A thank you note will be sent to the Altamont Enterprise for not charging additional costs for the magnets.

Retirement Luncheon; Plans pending

New Business:

Committee; Becky, Kathy and Missy will be in charge. Lisa and JoAnne offered to help with preparations. The summer reading theme is Libraries Rock. The float theme is "Never forget, Ever honor"

Managers Report: submitted by Kathy Stempel

Fire Company checked the building and found the alarm are not hooked up to a fire company. Chance will see that this is done. The internal alarms are working. 4 emergency lights did not work, they need batteries. They will return for an inspection. Also we need a fire exit plan. We have 4 new fire extinguishers.

Invitation for an Open House, Westerlo Community Room, May 18 from 6 to 8pm.

Kathy received notice not to drink the water, due to contamination. She was unsure of the reason. The board decided to wash the bowls for books at home until we know more about the issue. Kathy will contact Donna about the plans to wash the bowls at home.

Kathy reviewed her pending programs, including a dating program and Dare to Repair.

Kathy reviewed the quarterly report of library uses with the board.

She mentioned the possible future use of Pay Pal to pay fines through UHL.

It is not mandatory at this time.

Kathy asked about a citizen action program and who might be interested.

Marion asked if anyone had suggestions for the upcoming UHLA programs, trustees or volunteer or youth and family program awards. The deadline is April 25th.

JoAnne asked if there were examples of hoe they are written. Joanne thought she would like to do one on the Talking Walls Program; Kathy will do one on the My Card program. The Dinner will be in Troy on June 19. Marion will consider writing a letter related to Ellen's work on Policy work.

A motion for Adjournment was made at 8:10pm by Missy, seconded by JoAnne and approved.

Next Meeting. May 10, 2018 at 6:30pm

Submitted by Becky Waldenmaier, Secretary