

July 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, Emilie Wright, and myself, Becky Waldenmaier
Also in attendance: Kathy Stemple, library manager

Meeting called to order at 6:30pm

Agenda addition, JoAnne requested addition of a rolling cart for the treasurer's use.

Secretary's Report:* submitted by Becky Waldenmaier

The report was reviewed and grammatical changes were noted. The corrections will be made on the final draft. JoAnne moved to accept the report, seconded by Lisa. Motion approved.

Treasurer's Report* submitted by Ted Borys

He added a payroll sheet for our viewing; it shows we have under spent by \$459.00. Additional questions were clarified. Marion asked about the spending for the summer reading program. It was possibly under the supply line. The amount will be moved to the appropriate line. Joanne moved to accept the report with the corrections to be made for the summer reading supplies. It was seconded by Missy. Motion Carried.

Payment of Bills*

Ted listed the bills and payments as included in this report. He tried to contact Time Warner about the payment schedule, but was not completely successful. Lisa moved to pay the bills, seconded by JoAnne. Motion Carried.

Committee Reports:

Personnel:

No meeting until preparation for evaluations. Kathy shared that Judy Petrosillo was hired as a sub.

Finance and Budget:

Will meet tonight, and then will set up for a budget planning meeting.

Policy and Guideline:

Plans are in motion to work on upcoming policies and finish those being revised.

Aesthetics:

No meeting at this time.

Exhibits and display policy:

The second presentations with minor corrections were presented. With no further discussion, Lisa moved to accept the policy, seconded by Chuck. Policy adopted.

Circulation Policy and Procedure:

Lisa clarified some questions she had concerning the use of ID. We also discussed the amount of fines that can accumulate. Lisa will make the changes for next month.

Rules of Public Behavior:

The age for a child to left unattended was considered, and discussed. We then read the Children and Dependent Individuals. Emilie thought we should consider the wording of the policy. Joanne reinforced the age of less than 6 need adult supervision. School age 11, needs to be in calling distance. We all agreed that this policy needed further investigation and consideration.

Record Retention:

JoAnne will pursue this.

Building Report:

The book return light is still in need of adjustment. Marion will contact Haytham.

Kathy will fill out a maintenance request for the dry wall crack, and a light fixture outside the building.

The out building has not been inspected. Sean Lyons had sent a note relating to a weekly visit to the library from the maintenance dept. Kathy did not know if that was happening.

Marion stopped in at the Berne Town Hall, but it was closed, so she has no update on the status of the roofing project. She will stop in on Monday.

Friends Report:

The Music in the Park was very successful.

The August meeting will be August 1st at 6:00pm.

New Business:

A meeting will be set up for budget planning.

Our Town Grant: I presented some information from the web site. Planning should be prepared a year ahead of time. I question the need for a grant committee. This is an Arts grant. Missy offered to be involved in future grant projects.

Kathy brought up the fact that the Town may piggyback with the library for Heldercon.

There maybe fireworks.

JoAnne would like us to purchase a rolling tote for the treasure's use. We thought this would be a good idea. JoAnne will purchase the tote.

Library Manager's Report:*

There have been visits from the BKW summer program. She has been asked to help the 5th graders learn how to do research. The board discussed the pro and con of this project. Kathy will find out more about the program. She would be volunteering for this program.

She asked if the library could be open on Sept. 16 for the Hilltown Association Day. Marion motioned to approve a special program from 11 until 2pm at the library. JoAnne seconded the motion. Motion approved, by the board. Lisa asked if the youth board might set up a booth.

We have also been invited to set up a table at the Altamont Fair. This would be on the August 14, 15 and 16th, tentatively. Kathy asked if any of use would like to be involved.

Marion thought that Kathy should also ask the Friends for volunteers.

The library also has a student worker from the Albany County. She has also been working on the libraries inventory.

Kathy mentioned that the 36 Library Exhibits kick off date is on August 28, at 6 -7:30pm

Summer reading program field trip day is on August 9th. This is yet to be determined, by a vote. Kathy is looking into purchasing a new printer and we discussed the library needs. The money would come from the Amedore grant.

.Marion asked if there were any further questions or discussions. None offered.

Missy moved to adjourn, seconded by JoAnne.

Next meeting on August 9, 2018

Submitted by Becky Waldenmaier