

**March 8, 2018**

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

UHLS CORE Training was 6-7:30 pm

In Attendance :

Kathy Stempel, Library Manager and Sean Lyons, Library Liaison

Meeting called to order at 7:50pm:

Agenda:

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

The February 8 meeting was reviewed and accepted with some revisions noted. Lisa moved to accept the minutes, seconded by Emilie. Motion passed.

February 15, 2018 Emergency Trustee Meeting was reviewed and accepted with some revisions noted. JoAnne moved to accept, seconded by Lisa. Motion Passed.

**Treasurer's Report\*** submitted by Ted Borys

Bank Statements- checking account

All but 3 checks have cleared. He reports that he voided check #3021 for overdrive and will go into detail later in his report. Money from the Town of Berne was received at the amount of \$7,540.00. There was no activity from the 1<sup>st</sup>. Niagara checking account. Ted noted that the LTA fees have increased, therefore we owe them \$25.00 for a total of \$60.00

Budget vs. Actual:

The amount of \$6,400.00 was deposited in the SEFCU account; this was from the Town of Knox contribution.

Marion requested that Kathy contact Andrea for a monthly salary statement, for both she and Ted. JoAnne moved to accept the treasurer's report, seconded by Lisa. Motion passed with no objections.

Payment of Bills:

Ted reviewed the payment of bills. He combined several of Judy's expenditures to equal \$52.96. Kathy received a check total of \$95.22 for supplies for Jr. Chef Challenge and supplies for the STEM kits.

The Time Warner Bill is \$134.97. Marion inquired if this will be the monthly amount?

Ted gave us the breakdown of the bill. He reviewed the Baker and Taylor Bill which will be paid for by the Friends from the Lee Ann Connor's Memorial fund.

Ted explained the LTA increase in fees. It was increased due to our increase in our budget.

Also paid: \$13.72, for cleaning supplies from Walmart, \$65.84 for 4 DVD's and \$29.95 for envelopes to Ted Borys .

Lisa motioned to pay the bills, seconded by Becky. Motion Passed

**Personnel Committee:**

Kathy was congratulated on her new position of Library Manger.

Chuck Batcher is now on the personnel committee; JoAnne and Marion are no longer serving on the committee.

**Finance and Budget:**

Ted, Marion and Kathy will serve on the finance and budget committee. They reviewed some of the details that had to be changed. Marion reminded us that they will meet in April for a quarterly review. The Key Bank account will be closed out when the last check has cleared.

**Policy Committee:**

Lisa and JoAnne will meet before the April meeting and will present a list of policies to be considered.

**Strategic Plan 2017- 2019 Committee Reports:**

Aesthetics Committee up to date, the new shelves have been finished and installed.

Policy and Guideline Committee will be reviewed and considered.

**Old Business:**

Marion reviewed and updated us on what has been accomplished and what needs to be done.

Friends Report: The Photo Contest and Reception for Judy is rescheduled for March 11.

The Book Sale is March 24, and 25.

April Bowls for Books on April 14 with a carving class on March 27<sup>th</sup> and a glazing class on April 9<sup>th</sup>.

**Yearly Schedule:**

JoAnne prepared a yearly schedule for review.

Marion and Kathy will present the Annual Report to the Town of Berne.

Ordering magazines usually done at this time, JoAnne thought that Judy had ordered them.

**New Business:**

2018 Construction Grant:

Marion reminded us that the work from the construction grant had to be accomplished by June 30, 2019.

Retiree Luncheon:

JoAnne offered to plan luncheon for Judy, Joe, Ellen and Janet.

**Library Manager Report:\***

Kathy reported on recent events. She asked the board what they would like to see in the manager's report. She attended Advocacy Day at the Capital. She did get to meet Assemblyman Santabarbara..

Sandy Kisselback will be writing library notes for the Enterprise. The Y- Time kids came to visit the library. The Jr. Chef program was a success. She will be having a TWEEN night. Building a Bluebird House will be offered on March 23.

JoAnne thought that as a talking point we could discuss, why do we have a Library?

Lisa thought we could display our mission statement for us to see during our meeting.

A motion to adjourn was made by JoAnne seconded by Lisa at 8:50pm.

Next meeting on April 12, 2018 at 6:30pm

Submitted by,  
Becky Waldenmaier