

May 10, 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 Stempel, library manager. Also present Sean Lyons library liaison.

Meeting called to order at 6:31pm

Secretary Report:* submitted by Becky Waldenmaier

The board reviewed the report and with two minor details a motion was made by JoAnne and seconded by Emilie to approve with amendments. Motion Approved.

Treasurer's Report*submitted by Ted Borys

Ted was happy to announce that our salary line was at \$13,133.53 in balance with the Town's balance.

Also, that we are below budget as of now. Marion had received an e-mail from Andrea that the payroll report will be quarterly there were questions and concerns brought up by, Emilie. We all agreed that we would like to see a monthly payroll report. Ted will address this issue with Andrea.

Ted explains that we only paid 3 bills this month. Marion and JoAnne closed Key Bank account.

We reviewed the closing of the Key bank account, the balance was \$5,592.63 and Ted will make a noted adjustment on the budget line. JoAnne motioned to accept the Income and Expense Report, seconded by Lisa. Motion Approved.

Payment of Bills:

Kathy had a new trainee come in for some training before town approval. She was requesting payment of \$85.11 from the board. Sean Lyons expressed that he would approve the payment for the training. Ted reviewed the reconciliation detail. Marion had some question about the use of the credit card. Kathy has been unable to utilize the credit card. Ted is looking into a credit card through SEFCU with some difficulty. He will be working on this task! Marion asked for a motion to pay the bills. Missy moved to pay the bills, seconded by JoAnne. Motion Carried.

Committee Reports:

Personnel: (Becky, Missy and Chuck)

Ted suggested that we give Kathy a copy of the evaluation, which Marion has done.

Finance and Budget: (Ted, Marion, Emilie, and Kathy)

The committee will review vouchers after tonight's meeting.

Policy and Guideline:

JoAnne listed the policies that need to be reformatted or compiled. There were questions and clarifications on the circulation policy and the use of electronics. Some of the concerns were listed in the lending policy. Lisa will work on amending and combining the policy.

Marion read through the Bulletin Board Policy for a 1st review.

Customer service Policy, had a 1st read through, with a minor change. Verb age was changed for inclusiveness. Recycling Policy was read through.

Missy did a Smoking Policy, will be amended as discussed. A committee for Rules of Public Behavior was set up. It consists of Emilie, Lisa and Kathy. Joanne discussed the Friends and Foundations Policy with some minor changes.

Aesthetics Committee: (Lisa, JoAnne, and Emilie)

No new projects at this time.

Old Business:

Sean mentioned they were to utilize maintenance work forms. Sean updated us on the use of the water quality and how the Town was solving the issue. Lamont Engineering is evaluating the problem. Marion has contacted Chance on the roof and light project. Kathy said Chance would like to review the grant.

Friends Report:

Bowls for Books \$976.00

Candace Christianson, author visit on May 21st.

Music in the Park

Julie Fogliano, children's author.

Retiree Luncheon: June 2, 2018 at 11:30am at the Apple Barrel for Janet, Ellen, and Joe

Memorial Day Parade Float: Committee working on details.

New Business:

UHLS Dinner: Kathy received the invitation, the date is June 19, the RSVP by May 25th. Marion requested to pay for Kathy and any award winner to attend the dinner. The motion was made by Chuck and seconded by Lisa. Motion approved.

Library Manager's report* Kathy highlighted her report as submitted.

She added that the after school program will be coming on Wednesday's for visits until the end of the school year.

Motion for Adjournment by Chuck and seconded by Lisa at 8:10pm

Next Meeting on June 14, 2018

Submitted by Becky Waldenmaier