

November 13, 2018

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

Meeting called to order at 6:33 pm

Trustees: Marion Burghart, Lisa Raymond, Ted Borys, JoAnne Brady, Chuck Batcher

Absent: Becky Waldenmaier, Missy Worden, and Emilie Wright.

Also present: Kathy Stempel, Library Director.

Sean Lyons, Town Library Liaison unable to attend.

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

The report was reviewed and minor corrections pointed out. JoAnne moved to accept the report, it was seconded by Lisa. Motion approved.

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

Ted will move \$141.80 from UHLS to LLSA Funding. Ted noted we are still under budget. Three more paydays until end of year. Per town, only snow day hours are made up, holiday hours are not. However, Kathy can have employees work on a special project for the hours missed. Lisa motioned to approve the report, seconded by Chuck. Motion approved.

**Payment of Bills:** Ted reviewed the bills as listed. Ted questioned a bill from Verizon for \$1.53 which he was unable to contact anyone to explain this. It was decided that we will pay in order to avoid a late fee. Two new bills arrived and need to be paid. Baker and Taylor for hard covered books for \$154.12 and Citizen's credit card for Amazon DVD's for \$34.94. These will be approved for payment but included in next month's report. Judy's check for \$27.25 from 2/8/18 will be voided as it is too old to cash. Chuck made a motion to accept the payment of bills. JoAnne seconded the motion. Motion carried.

**COMMITTEE REPORTS:**

**Personnel committee:** Kathy working on NYLA's employee evaluations. Kathy's hire date for Library Director was 3/3/18.

**Finance & Budget committee:** Committee met after last board meeting for the quarterly audit. Paperwork will be filed. Will be working on budget for next year. We have not heard from Knox yet. Kathy to call to see when we will know what they will be contributing.

**Policy committee:** TOB Retention attached. State Education Department was over 100 pages and very complicated. Records must always be kept. There is no date in which we can destroy records.

**Strategic Plan 2016-2019.** 2018 is the last year of the 3 year plan. We need to think about another 3 year plan. Will put on January 2019 calendar to decide if we need a subcommittee or do all together.

**Aesthetics committee:** We have \$500 left from the Friends. We discussed using this towards a new printer, the shed, or new folding chairs.

**Policy and Guideline committee:** Rules of Public Behavior as reviewed. JoAnne made a motion of accept. Chuck seconded. Motion approved.

**Old Business:** Storage shed. Chuck offered to look at this to see if it can be restored. We also need to move it onto Library property as it now crosses onto neighbor's property. We discussed moving, putting a new slab under and sealing inside. Kathy also to write a maintenance request. Brian and Kathy moved the light sensor over the book return so this is now completed. No update on drywall crack. No update on water but Kathy will check on this at the next Town Board meeting. As for the 2018 construction grant, the town is still installing lights, and we will be still waiting on another bid for the roof. Roof work needs to be done in the spring of 2019.

**Friends Report:** Lasagna dinner was a success, raising more money than last year. Need to promote photography contest and get judges. Money raised to possibly be put toward shed.

**New Business: Advocacy ideas** were discussed. Kathy got a lot of information from NYLA convention. Suggested holding an Advocacy Day. We need to be diligent adding things to the calendar and including times. She suggested we use the library as "elevator conversation" to all we speak with. We offer so much more than just a physical building. We have friendly employees, great programs and activities for all age groups. JoAnne suggested we visit surrounding libraries

and organizations to promote our Library and what upcoming events we have. Kathy will be attending Town Board Meeting to promote Moon Walk. We also share events on Facebook. Kathy stated the conference was pushing for more Instagram use but we will hold on that for now. "Interactions are more important than transactions". **Budget** was cut in some areas so we will be doing floors in 2019 and discuss how to do carpets next year. Oil and electric budget down and sewer up. We did get the additional 4 hours. We thought Monday 2-8 and Sat 10-4. Kathy will discuss with staff before we announce additional hours and have new magnets made. **Nominating Committee** for 2019 officers was given to Lisa who will have a slate ready for next meeting.

**Library Managers Report:** Moon Walk to begin this week. Kathy is working with Rensselaerville and Middleburgh on a Health Fair. National Network of Libraries for Medicine has given \$400 toward Health Fair. It was suggested we replace our old library computer with a lap top and Kathy will look into pricing. Hoping to use money from Mr. Amedore for a new printer. Kathy to use what is left in budget for children's programs and supplies. Puppet show for Pirate Island coming on December 27, 2018. Westerlo uses Midwest video which seems to be less expensive. Kathy to investigate further. Kathy to submit her travel expenses for reimbursement. Kathy also to meet with copier representative and see if there is a discount on lease if we pay up front.

Meeting Adjourned at 8:20 pm

Next Meeting: January 10, 2019

Submitted by Lisa Raymond for Becky Waldenmaier who was unable to attend.