

September 13, 2018

Berne Public Library Board of Trustees minutes of the Meeting

Meeting called to order at 6:35pm

Attendees:

Trustees: Marion Burghart, Lisa Raymond, Ted Borys, JoAnne Brady, Missy Worden, Emilie Wright and myself, Becky Waldenmaier.

Also present: Kathy Stempel, library director and Sean Lyons, library liaison.

Absent: Chuck Batcher.

Marion asked if there were any additions to the agenda, I wanted to add a discussion about the library director's evaluation to the agenda. Marion voiced that we would address the issue during the personnel committee report.

Secretary's Report* submitted by Becky Waldenmaier

The trustees reviewed the report, and with minor correction, JoAnne moved to accept the minutes. Missy seconded the motion. Motion approved.

Treasurer's Report * submitted by Ted Borys

Ted reviewed the treasurer's report highlighting that we are under spending the salary line by \$365.00. We have received the NYS construction grant for \$16,000. Marion noted that books and reference materials was slightly over budget. There was discussion about expenditures for programs, and Marion reminded us that the Friends also cover some of the cost of programs. Kathy asked if there was more money available and where we thought it could be used. We all agreed that we would like to have more author related programs. Lisa moved to accept the report, Emilie seconded. Motion carried.

Payment of Bills*

Ted listed the bills as listed on the report. He clarified the payment of the videos. Marion inquired about a check that has not cleared by SEFCU. Emilie suggested that we carried the check until the end of the year. The check amount was \$27.25 to Judy Petrosillo, She did not want the check reissued. Emilie moved to pay the bills, and it was seconded by Missy. Motion carried.

Committee Reports:

Personnel Committee:

We discussed the evaluation of the library director and reviewed the bylaws. It was determined to evaluate the director 1 year from the hire date. Sean confirmed that was a town bylaw, also. It was determined that the evaluation would be given the form in March, return in April and reviewed with Kathy in May, 2019.

Kathy inquired about staff evaluations. Marion shared that Kathy would be responsible for yearly evaluations, but it has not been done in the past. Sean shared that the employee's handbook is under revision. Joanne has one copy of the handbook at this time. Marion reinforced with Kathy that the personnel committee could help with a format for staff evaluations.

Finance & Budget Committee:

No meeting this month.

Policy & Guideline Committee:

JoAnne has provided the board with information on Record Keeping and Retention. She also found a Code of Ethics in the town handbook. She has no information on FOIL, but will ask Anita for

information. Joanne listed several other policies that she thought were pertinent. Some of these would be already established through the town. Sean added that there is already a Work Place Violence Policy, and A Social Media Policy.

We discussed the revision of the Community Room Policy to include the use of open flames as approved by the town or library. Motion approved.

Rules of Public Behavior:

Was presented by Lisa and discussed by the trustees. The issues were reviewed and commented on. The final reading will be at the next board meeting.

Old Business:

Building Report:

Light for book return adjustment, pending.

Drywall crack, Kathy is looking for old paint for the repair.

Removal of Garage: Per Sean no update at this time.

2018 Construction Grant:

Lights per Kathy have been purchased and are here for installation. Sean shared that work would be done on Sundays in October. The town has received 2 bids on the roof repair. Sean has been told it would take about 8 hours. It will be coated and flashing, with snow slides. He also updated us on the water issue. He has found it is illegal to use a private well, and should have not used a shared well. The town has been working with the school to use their water supply.

Friends Report:

Reception held

Lasagna Dinner, date November 3

Photo Contest, 4 categories

Advocacy ideas:

Missy has compared numbers from 2016 with current stats and its an approximation due to the fact its not the full year in total. This was to determine the number of patron that use the library, and attend programs.

Kathy attended the Berne Town budget workshop. The amount requested was approved by the board. It will be put up for the final vote on Nov. 7.

Marion asked if there were any ideas for presenting the request for more funding to the public. Joanne felt it was important to attend group functions to inform them of the library activities. Also we could use the Town's newsletter to inform the public of the services.

Narcan Training:

The board will discuss the use and training of having Narcan on hand. It will be discussed at the next board meeting. Lisa asked if the Town's attorney would have some input on the subject. Sean will check into the matter. I offered to look into the subject.

Library Manager Report:*

Kathy presented her report as written.

Marion asked if there were any further question or comments, none noted.

Adjournment at 8:35pm

Submitted by, Becky Waldenmaier

Next Meeting on October 11, 2018