

**December 13, 2018**

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

Meeting called to order at 6:35pm

**Attendees:**

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

Also attending: Kathy Stempel, Library Director

Absent: Sean Lyons, Library liaison

Kathy read an e-mail from Sean Lyons with an update on the inspection and emergency action plan to be implemented at the library. He also shared information on the bids that were related to the roofing project and the liability concerns that the companies expressed.

Marion inquired if there were any additions to the agenda. None were noted.

**Secretary's Report:**\* submitted by Lisa Raymond

The report was reviewed and a question I asked about videos was clarified. With no further questions JoAnne moved to accept the report, seconded by Chuck Batcher. Motion carried. Emilie and I abstained, not in attendance at the November meeting.

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

The report was reviewed by the trustees, Ted added comments about the Moonwalk grant. He reminded us that we had one more pay period before the end of December 14..

Marion reminded us that the roofing project should be budgeted in the Town budget

There was a discussion on paying the Town for the lighting project and this will be done when we get the correct monetary amount. Lisa moved that we accept the treasurer's report, seconded by JoAnne. Motion approved.

**Payment of Bills:**\* submitted by Ted Borys

Ted highlighted the bills as listed. Kathy answered questions about the Puppet People presentation. Kathy asked for a line for marketing to be added. Marion called for a motion to pay the bills. Missy moved to pay the bills, seconded by Lisa. Motion approved.

**Committee Reports:**

**Personnel Committee:**

Kathy offered a sample of a personnel evaluation that she will be using. The staff was given a job description before hand. The evaluations will be done in February.

**Finance & Budget Committee:**

Pending

**Policy Committee:**

Will be meeting.

**Strategic Plan 2016-2018 Committee:**

Kathy mention if we thought it would be a good idea to add a community member to help with strategic planning. The trustees thought that it was a good option.

**Aesthetics Committee:**

Nothing new to report.

**Policy and Guideline Committee:**

JoAnne is still working to find out about the Town's record retention policy.

**Old Business:**

Storage shed update: Chuck Batcher shared what he had examined and felt the garage was salvageable. The foundation needs repairing or replacement. The Friends have committed to provide monies for storage. The purchase of a new shed was being considered. Missy offered the possibility of having her husband Judd, giving a estimate of the cost of refurbishing the garage.

**Building Report:**

Drywall crack, pending

10 chairs are missing? Kathy will look at the Town Park and Senior Center.

**2018 Construction Grant:**

The grant money will be rolled over to the Town.

**Friends Report:**

The Photo contest is taking entries until the end of Jan.

The date of the reception is still pending.

Narcan Training: Upcoming event: Jan. 28, (Mon.) 6-8pm at the Maple on the Lake

Marion asked if the UHLA was offering training. Kathy mentioned that they offered information about the training.

**New Business:**

**Budget:** The Town of Knox has increased the library funding to \$6700.00.

The finance and budget committee will meet for adjustments.

**New Hours:** Staff coverage survey: Mon. 2-8 or Sat. 10-4.

Marion moved to approve the new hours as 2-8 and 9-3. Missy motioned to approve, seconded by Ted. Motion Approved.

**2019 Officers:**

Lisa asked for any other nominees for President, no replies.

Slate of officers:

President: JoAnne Brady

Vice President: Chuck Batcher

Treasurer: Ted Borys

Secretary: Marion Burghart

Lisa called for a vote on the slate of offices. I, Becky, cast the vote for the offices as read.

Trustee Renewal: Marion has contacted Anita, JoAnne Brady is up for renewal.

LTA membership/ SAMS renewal:

Will be done for 2019

**Library Manager Report\* Kathy**

Kath recapped her report. She attended a directors meeting. We discussed the pros and cons of fine free libraries. The library will do this again in February.

UHLA Agreement was read for 2019 Ted moved to approve, seconded by JoAnne. Motion approved.