

**August 9, 2018**

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

Meeting called to order at 6:36pm

Attendees:

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

Also attending, Kath Stempel, library director and Sean Lyons, library liaison.

Absent from the meeting Chuck Batcher.

Marion asked if there were additions to the agenda, none were added.

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

The report was reviewed and with minor changes, Lisa moved to accept the report. JoAnne seconded the motion. Motion carried.

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

Ted prorated salaries which will be a more accurate gauge for the budget, year to date.

The income and expense report was reviewed by Ted. He prorated salaries to give us a more accurate gauge of the year. He answered question related to the net income. There had been question about the summer reading program, and he clarified where the money was appropriated to and why. Marion asked if there were any further questions. None were raised. JoAnne motioned to accept the treasures report and was seconded by Lisa. Motion carried.

**Payment of Bills\*:**

Ted reviewed the bills as listed on report. There were no further questions. Missy moved to pay the bills, seconded by Emilie. Motion carried.

**Committee Reports:**

**Personnel Committee** (Becky, Missy, Chuck)

They will meet in September for a review of the director evaluation form.

**Finance & Budget Committee** (Ted, Marion, Emilie and Kathy)

Marion reported that the audit was done in July. And that they have met twice for the budget planning.

Lisa asked if the audit form was signed, Marion acknowledged that it was.

**Policy Committee** (Lisa and JoAnne)

JoAnne has contacted Anita and she will look into the town policies for us. Sean mentioned a new policy for prop weapons that is to be used for the upcoming Heldercon.

**Aesthetics Committee** (Lisa, JoAnne, Emilie)

No meeting at this time.

**Policy and Guideline Committee:**

Circulation policy was amended. There were further clarifications and questions answered. Marion requested a motion to approve the amended Circulation policy. Missy moved to accept the motion, seconded by JoAnne. Motion carried.

**Rules of Public Behavior,**

After reviewing and discussion of the policy, we decided to rescind the Children and dependent Policy. A move to rescind was made by Emilie, seconded by Ted. Motion approved. The rules of Public Behavior will be redrafted. Several suggestions were offered and agreed upon. There was some added discussion about already established Town Policies to be considered. To be addressed were loitering issues and

offensive hygiene. Kathy inquired about the alcohol policy and its use in programs. It has been a board decision not to allow the use of alcohol. Marion felt we should table further discussion until next month. Kathy will remove the old policy from the web site and policy book.

The Trustee and Friends agreement also needs to be added to the policy book and web site.

JoAnne will also ask Anita about record retention policy. Also, Kathy brought to our attention that the Community Room policy stated no open flames to be used. Joanne read the policy and will modify it to include unless approved by the Town or Library. There will be a program using a fire pit outside to cook over. She will e-mail the policy for the board to review.

### **Old Business:**

#### **Building Report**

Haythem will call Kathy about fixing the light ( book drop )

Drywall crack, pending, Kathy filled out maintaince form, but is more concerned about a leak in the maintaince closet.

Removal of garage: Sean has not received a structural report at this time.

Water quality: Ownership of the well is still in the hands of the lawyers. Lamont Engineering samples have shown improvement. Second rounds of test results are pending.

#### **2018 Construction Grant**

Marion was unable to get answers about the progress of the roofing project. Kathy spoke with Chance who is on board for the project, but we feel the project needs to be put into motion soon! Sean mentioned they used Star Roofing for a Switzkill project, but were not happy with the work. The state contract that Sean thought was available for the lighting job for the job is not. Kathy reaffirmed that the grant has to be used by June 2019.

Sean will have the emergency exit signs by the next meeting.

### **Friends Report:**

Music in the Park netted \$900.00 it was well attended.

Marion estimated \$300 for the raffles.

Date for the lasagna dinner was set for Nov. 3<sup>rd</sup>.

#### **Altamont Fair:**

Marion requested volunteers to work at a table as an outreach program for the library. A sign up sheet will be sent to board members and friends.

### **New Business:**

#### **Library budget:**

Marion reviewed a new form to use for budgeting. She explained the additions including the FICA rate. Also a 4 hour increase in library hours. A 2 % raise for staff. This will be written up in a letter to the Town of Berne and Town of Knox. The cost to run the library is \$70,000. She stated we are trying to keep the expenses as close as possible to last year, Sean asked the Spectrum bill was a town contract. Sean will inquire about this matter with the Town's IT person. Marion asked the board if we felt the budget was reasonable

I, Becky moved to accept the proposed budget to present to the Town of Berne in September. It was seconded by Lisa. Motion approved. Marion will send out a cover letter. Discussions of possible additional hours were discussed.

#### **Library Conference:**

Kathy would like to complete a series of conferences. Marion said that we had the money for this use in the budget, and we agreed that she should sign up for the series.

**Library Manager Report\***

She shared a poster drawn by Ira Marks to kick off the 36ers Exhibits. She shared photos from Trudy's Fun Day. She will share a slide program of the Summer Reading Program next month. The library inventory was completed by Sierra. JoAnne proposed that we all come up with some thoughts and ideas about library advocacy.

Next meeting on September 13, 2018

Adjournment: 8:55pm

Submitted by Becky Waldenmaier