

## Berne Public Library - Trustees' Agenda for March 11, 2021

**The Mission of the Berne Public Library is to meet the needs of the community for life-long learning & entertainment.**

Call to Order Meeting: \_\_\_\_\_

Call for executive session Start: \_\_\_\_\_ Finished: \_\_\_\_\_ to discuss Director evaluation.

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for February 11, 2021
- Treasurer's Report for March 11, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck): Becky and Chuck to meet with Kathy to present her review before the April meeting.
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th qtr audit report was postponed due to Covid.
- Policy Committee (Lisa & JoAnne): nothing to report at this time.

Committee Reports:

- Inventory Policy (JoAnne, Emily & Kathy), first draft for this policy was reviewed at the December meeting. Revisions made and sent to Kathy 1/10 and 1/28/2021, still waiting on Kathy's response as of 3/3/2021.
- The Community Room policy revised, second reading to be done 3/11/2021
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office, Kathy is to decide on desk, shelving, new chair etc. for office.
- Covid Policy; what level are we on? If it is level D-1 Patrons should be allowed 30 minutes in the building.
- Disposition of Surplus Property - Chuck
- Patron Complaint Policy - Ted
- Volunteer Policy - Becky
- Personnel Policy - to include new sick leave act - Kathy
- Fines VS no fines: Kathy and Emily to work on this policy

Old Business:

- Meetings: continue with virtual meetings until further notice
- Building and Maintenance involving the Town:
  - Water supply - per Sean, the Town will need to test the two wells on the property. \*\*
  - Parking Lot - needs to be swept, sealed and lined spring/summer project \*\*
  - Fencing: The fencing is up but not straight, spring/summer project \*\*

\*\* Items to be followed up with Sean.

- Inventory of non-circulating items is being worked on, Kathy to complete

New Business:

- In Memory Of perpetual plaque: decide on what to have on the title plate and what size plaque we want to order. Plates are included but the engraving is extra. 12x12 1/2 = \$49.99 12x15 1/2 = 59.99 12x18 = 69.99

Friend's Report: Bowls for books Ice Cream Social, Book sale(s) in June in the library parking lot

Director's Report

Meeting Adjourned: \_\_\_\_\_ Next meeting April 8, 2021 time: 6:30

## **Berne Public Library Trustees meeting on February 11, 2021 held via Go To Meeting**

**Present:** JoAnne Brady, Chuck Batchner, Marion Burghart, Lisa Raymond, Ted Borys, Becky Waldenmaier, Emilie Wright

Also present: Kathy Stempel, Director and Sandra Kisselback

**Call to order** at 6:35 p.m.

**Secretary's report:** January 14, 2021 meeting minutes attached.

Motion made by Ted to accept the secretary's report. Marion was the second. Motion carried.

**Treasurer's report:** (written report attached)

An email request for a salary report was sent to Andrea. To date we have not received this report. The \$3,00.00 ALA TedX grant was received. The check for the printer was delayed which incurred a \$4.00 late fee. Four imprint banners were ordered in November and Kathy paid for them on her personal credit card. We will reimburse Kathy the \$517.28. Comptroller report was good and filed with OFC.

Motion made by Ted to accept the treasurer's report. Chuck was the second. Motion carried.

**Payment of bills:** (see attached schedule)

Motion made by Lisa to accept the payment of bills. Chuck was the second. Motion carried.

### **Standing Committee Reports:**

Personnel Committee (Becky & Chuck) Director's evaluation is due by the end of the month. Return these to Becky. Trustees will meet in Executive Session to discuss and then Kathy will be apprised.

Finance & Budget Committee: (Ted, Marion, Emilie & Kathy) 4<sup>th</sup> quarter audit still needs to be completed. Did not meet due to COVID.

Policy Committee: (JoAnne & Lisa) Ted offered to work on the Patron Complaint policy; Becky offered to work on the Volunteer policy; Chuck offered to work on the Disposition of Surplus Property policy; and Kathy to work on Personnel policy to include the new sick leave act.

### **Committee Reports:**

Kathy to review the Inventory policy. Community Room policy was reformatted but we need to check on town's policy. Lisa to try to get this ready for first read at March meeting. Since the building is owned by the Town of Berne, we need to determine if this is a town policy or a library policy.

**Old Business:**

Fines vs no fines: Kathy and Emilie have started on this and hope to have a final draft ready for March meeting.

Motion was made by Ted to continue fine free through March 31, 2021. Emilie was the second. Motion carried.

Meetings: JoAnne, Ted, Lisa, Kathy and Sean virtual meeting where our list was discussed. Sean is to send us our new contract and is to be signed and returned. The Senior Center has been booked by the Planning Board for the 2<sup>nd</sup> Thursday of the month. Dennis did a round of testing a month ago. Sean to check if the library was included and if so what the results are. Hoping to have fence fixed and parking lot done in the spring.

Building and Maintenance: Cornerstone to get a Merv filter and Dennis will install. Sick leave is to be tracked by Director and Town. It has been presented to the Town Board to have Library employees changed from temporary part time employees to permanent part time employees. They will accrue sick time due to new State regulations. Sean is to look into the well testing and forward results to us when available. Parking lot and fence to be addressed in the Spring.

Internet: Marion sent us information on Midtel. We received a quote from Midtel which includes more services and is much cheaper than Spectrum. Midtel has offered free cable TV, phone, internet IP address, a designated line for the fax, 200 megabites per second, "hot spots", and no installation fee. This would be available to us in March. Kathy will ask the Berne Fire District how they like their service and we will discuss further at the March meeting.

**New Business:**

Lisa and Ted both signed the Town registry. JoAnne is working on getting some samples for the new "In Memory Of" plaque.

**Friends Report:**

Photo contest is to be viewed on line. They will post winners on the website as well.

**Director's Report:** Kathy's report is attached.

**Meeting adjourned:** 8:02 pm Next meeting March 11, 2021 at 6:30 p.m.

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January 1 through March 10, 2021

	Jan 1 - Mar 10, 21	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Grants</b>		
ALA Grant	3,000.00	
<b>Total Direct Public Grants</b>	3,000.00	
<b>Direct Public Support</b>		
Individual Patron Contributions	23.45	240.00
Non-profit Organization Contrib		360.00
<b>Total Direct Public Support</b>	23.45	600.00
<b>Government Grants</b>		
E-rate reimbursement	15.69	
LLSA Funding		1,400.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	408.96	3,118.00
Town of Berne Direct Pay - Other	5,346.00	40,759.00
<b>Total Town of Berne Direct Pay</b>	5,754.96	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
<b>Total Agency Grant - Town of Berne</b>	14,054.96	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
<b>Total Local Government Grants</b>	21,104.96	59,177.00
<b>State Grants</b>		
2018 Special Legislative Grant		1,184.64
<b>Total State Grants</b>		1,184.64
<b>Total Government Grants</b>	21,120.65	61,761.64
<b>Other Types of Income</b>		
Book Replacement	36.90	100.00
Book Sales	105.41	75.00
Coffee		25.00
Fax Revenue	31.25	150.00
Library Fines	68.21	800.00
Miscellaneous Revenue	0.50	50.00
Photocopying Revenue	23.25	450.00
<b>Total Other Types of Income</b>	265.52	1,650.00
<b>Total Income</b>	24,409.62	64,011.64
<b>Gross Profit</b>	24,409.62	64,011.64
<b>Expense</b>		
Advertising	438.26	1,360.00
<b>Contract Services</b>		
Accounting Fees	350.00	350.00
<b>Total Contract Services</b>	350.00	350.00
<b>Facilities and Equipment</b>		
Equip Rental and Maintenance		
2018 Special Legislative Grant	300.16	1,184.64
<b>Total Equip Rental and Maintenance</b>	300.16	1,184.64
Equipment Purchase		800.00
<b>Total Facilities and Equipment</b>	300.16	1,984.64

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January 1 through March 10, 2021

	Jan 1 - Mar 10, 21	Budget
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD	24.99	
E-content	1,366.16	2,450.00
Magazines		350.00
Software Applications		50.00
Videos		950.00
Books & Reference Materials - Other	763.87	4,200.00
<b>Total Books &amp; Reference Materials</b>	<b>2,155.02</b>	<b>8,000.00</b>
Cleaning Supplies		150.00
Postage, Mailing Service		225.00
Printing and Copying		600.00
Supplies	42.23	800.00
Telephone, Telecommunications	494.91	2,000.00
UHLS Service Dues	619.61	2,425.00
<b>Total Operations</b>	<b>3,311.77</b>	<b>14,200.00</b>
<b>Other Types of Expenses</b>		
Memberships and Dues		225.00
<b>Total Other Types of Expenses</b>		<b>225.00</b>
<b>Programs</b>		
<b>Adult Events</b>		
TedX	964.67	
Adult Events - Other		300.00
<b>Total Adult Events</b>	<b>964.67</b>	<b>300.00</b>
<b>Children &amp; Young Adult Programs</b>		
Storytime		40.00
Summer Reading		275.00
Children & Young Adult Programs - Other	17.07	360.00
<b>Total Children &amp; Young Adult Programs</b>	<b>17.07</b>	<b>675.00</b>
<b>Total Programs</b>	<b>981.74</b>	<b>975.00</b>
<b>Salary</b>	<b>5,346.00</b>	<b>40,759.00</b>
<b>Taxes</b>		
FICA	408.96	3,118.00
<b>Total Taxes</b>	<b>408.96</b>	<b>3,118.00</b>
<b>Travel and Meetings</b>		
Conference, Convention, Meeting	142.00	800.00
Travel		240.00
<b>Total Travel and Meetings</b>	<b>142.00</b>	<b>1,040.00</b>
<b>Total Expense</b>	<b>11,278.89</b>	<b>64,011.64</b>
<b>Net Ordinary Income</b>	<b>13,130.73</b>	
<b>Net Income</b>	<b>13,130.73</b>	

Berne Public Library  
2020 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$40,759.00		Under (Over)	FICA	YTD
				YTD	Balance			
1	01/08/21	01/14/21	\$796.50	\$796.50	\$39,962.50	\$771.15	\$60.93	\$60.93
2	01/22/21	01/28/21	\$1,467.00	\$2,263.50	\$38,495.50	\$871.80	\$112.23	\$173.16
3	02/05/21	02/11/21	\$1,604.25	\$3,867.75	\$36,891.25	\$835.20	\$122.71	\$295.87
4	02/19/21	02/25/21	\$1,478.25	\$5,346.00	\$35,413.00	\$924.60	\$113.09	\$408.96
5	03/05/21	03/11/21						
6	03/19/21	03/25/21						
7	04/02/21	04/08/21						
8	04/16/21	04/22/21						
9	04/30/21	05/06/21						
10	05/14/21	05/20/21						
11	05/28/21	06/03/21						
12	06/11/21	06/17/21						
13	06/25/21	07/01/21						
14	07/09/21	07/15/21						
15	07/23/21	07/29/21						
16	08/06/21	08/12/21						
17	08/20/21	08/26/21						
18	09/03/21	09/09/21						
19	09/17/21	09/23/21						
20	10/01/21	10/07/21						
21	10/15/21	10/21/21						
22	10/29/21	11/04/21						
23	11/12/21	11/18/21						
24	11/26/21	12/02/21						
25	12/10/21	12/16/21						
26	12/24/21	12/30/21						

\$1,567.65 average per pay period

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BERNE PUBLIC LIBRARY  
 1763 HELDERBERG TRAIL  
 BERNE NY 12023

### SUMMARY OF DEPOSIT ACCOUNTS

Acct	Beginning Balance	Deposits	Withdrawals	Ending Balance	Dividends For Period	Dividends YTD
x0749	14,754.45	11,469.86	2,382.46	23,841.85	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
<b>TOTAL</b>	<b>14,755.45</b>	<b>11,469.86</b>	<b>2,382.46</b>	<b>23,842.85</b>	<b>0.00</b>	<b>0.00</b>

### BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	<b>Previous Balance</b>		<b>\$14,754.45</b>
02/03	Deposit Cash and Check	3,065.70	17,820.15
02/22	Check 3271	-318.03	17,502.12
02/22	Check 3272	-350.00	17,152.12
02/22	Check 3274	-198.00	16,954.12
02/22	Check 3266	-657.67	16,296.45
02/23	Deposit Check	8,404.16	24,700.61
02/23	Check 3270	-102.72	24,597.89
02/24	Check 3267	-619.91	23,977.98
02/24	Check 3268	-136.13	23,841.85
	Annual Percentage Yield Earned: 0.00%		
	For the period from 02/01 through 02/28		
	<b>New Balance</b>		<b>\$23,841.85</b>
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$18,864.12	

### SHARE DRAFT SUMMARY

Check#	Date	Amount	Check#	Date	Amount
3266	02/22/2021	657.67	3271	02/22/2021	318.03
3267	02/24/2021	619.91	3272	02/22/2021	350.00
3268	02/24/2021	136.13	3274*	02/22/2021	198.00
3270*	02/23/2021	102.72			

\*Indicates a break in check sequence.

### MINT SHARE - 1697603877

Date	Transaction Description	Transaction Amount	Balance
	<b>Previous Balance</b>		<b>\$1.00</b>
	Annual Percentage Yield Earned: 0.00%		
	For the period from 02/01 through 02/28		
	<b>New Balance</b>		<b>\$1.00</b>
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$1.00	

To verify pre-authorized transfers or to notify us of suspected errors in your statement, direct your inquiries to SEFCU at the address or telephone number listed on the top of this statement.



**Berne Public Library**  
**Reconciliation Detail**  
**SEFCU Checking, Period Ending 02/28/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						14,754.45
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	02/11/2021	3266	Baker & Taylor	X	-657.67	-657.67
Check	02/11/2021	3267	UHLS - Upper Huds...	X	-619.91	-1,277.58
Check	02/11/2021	3272	Berne Tax Service	X	-350.00	-1,627.58
Check	02/11/2021	3271	Citizens Bank	X	-318.03	-1,945.61
Check	02/11/2021	3274	Eric Zantopp	X	-198.00	-2,143.61
Check	02/11/2021	3268	UHLS - Upper Huds...	X	-136.13	-2,279.74
Check	02/11/2021	3270	National Business L...	X	-102.72	-2,382.46
Total Checks and Payments					-2,382.46	-2,382.46
<b>Deposits and Credits - 2 items</b>						
Deposit	02/02/2021			X	3,065.70	3,065.70
Deposit	02/11/2021			X	8,404.16	11,469.86
Total Deposits and Credits					11,469.86	11,469.86
Total Cleared Transactions					9,087.40	9,087.40
Cleared Balance					9,087.40	23,841.85
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	12/14/2020	3259	Upper Hudson Libra...		-28.60	-28.60
Check	02/11/2021	3275	Kathleen Stempel		-517.28	-545.88
Check	02/11/2021	3269	Time Warner Cable		-164.97	-710.85
Check	02/11/2021	3273	Kathleen Stempel		-45.96	-756.81
Total Checks and Payments					-756.81	-756.81
Total Uncleared Transactions					-756.81	-756.81
Register Balance as of 02/28/2021					8,330.59	23,085.04
<b>New Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	03/10/2021	3279	Citizen's Bank		-355.78	-355.78
Check	03/10/2021	3277	UHLS - Upper Huds...		-305.98	-661.76
Check	03/10/2021	3282	Time Warner Cable		-164.97	-826.73
Check	03/10/2021	3280	National Business T...		-114.95	-941.68
Check	03/10/2021	3278	National Business L...		-98.72	-1,040.40
Check	03/10/2021	3281	Baker & Taylor		-43.36	-1,083.76
Total Checks and Payments					-1,083.76	-1,083.76
<b>Deposits and Credits - 1 item</b>						
Deposit	03/07/2021				7,093.65	7,093.65
Total Deposits and Credits					7,093.65	7,093.65
Total New Transactions					6,009.89	6,009.89
<b>Ending Balance</b>					<b>14,340.48</b>	<b>29,094.93</b>

## March 11, 2021 – Payment of Bills

### ➤ Bills

- Baker and Taylor, books: \$43.36
- UHLS, e-content and conference: \$305.98
- Time Warner Cable (Spectrum): \$164.97
- National Business Leasing for monthly printer lease: \$98.72
- Credit Card, TEDx mailing: \$355.78
- National Business Technologies, printing overage for TEDx: \$114.95



## March 2021 Trustee Director's Report

**Covid update** - As of March 1 the library has transitioned from curbside to being open temporary hours. Eight people in the library at one time with a 15 to 30 minute browsing time. Mask and distancing will be observed. Tutoring has resumed in the community room.

### **Directors Association -**

- An expected roll out date for Capira, the new mobile app, will be in June. One feature Capira has is self check out. A patron can drop by the library to pick up their items without any contact with staff. More information to follow.
- Advocacy Day went well with Senator Hinchey. Although the meeting was virtual we were able to speak with her. Senator Hinchey mentioned that Broadband was on her list of duties to undertake. Thank you Becky Waldenmaier and JoAnne Brady for showing support for Advocacy Day. Assemblyperson Santabarbara's meeting is TBA.

**TEDxBernePublicLibrary** - The TEDx talks have been completed and can be accessed on YouTube and Facebook. There were technical issues at the beginning of the live event, however, we were able to overcome the problem. Since the 2 weeks of the event we had 271 Facebook views. Several people commented on how good it was to watch the talks. One email I received stated that she wanted to become more involved in her community. Future talks are forthcoming.

**Gratitude Wall** - The library's website and Facebook page has a link to a wall where people can write and read grateful notes. This is a way to bring the spirits up for our community members. Please feel free to add your note.

**Annual Report** - The deadline for the Annual Report for review by UHLS was met. They make sure we have the correct information before being sent to the State.

**UHLS Annual Meeting** - The meeting is scheduled for June 9 and will be virtual.

### **Youth Services**

**SRP** - The summer reading program theme is Tails and Tales. The manual is completely online (no paper, no Thumb drive). The annual workshop was held virtual on Feb.23. I attended the

morning session and Carrie attended the afternoon session. The Berne Library's SRP will be similar to last years. We will provide a physical sign up plus a virtual sign up through READsquared. Activities will be planned for outdoor activities.

**Minecraft Monday** - Continues to be played with the same 5 kids.

**Take and Make** - The present Take and Make is a Star Spinner flip book. This craft encourages lots of scissor practice and learning numbers.

### **Upcoming Events -**

Sunday, April 11 @ 2:00 - Family Fly a Kite Day @ the Town of Berne Park. This event includes a make your own kite kit.

Submitted by  
Kathy Stempel