

## **Berne Public Library – Trustees’ Agenda for February 8, 2024**

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

**Call Meeting to Order @ \_\_\_\_\_ . Roll Call**

Adoption of agenda (any changes or additions to the agenda should be made at this time.)

**Secretary’s Report (see attached)** for January 11, 2023 and Correspondence.

**Public Comment**

**Treasurer’s Report (see attached)** for February 8, 2024

**Payment of Bills (see attached)**

### **STANDING COMMITTEE REPORTS:**

**Personnel Committee** (Lisa, Lynn & Jodi) Hand out Director’s Evaluation.

**Finance & Budget** (Ted, Lisa, Emilie & Kathy) 4<sup>th</sup> quarter audit completed.

Review financial policies (Procurement, Investment, Capitalization)

**Policy Committee** (Jodi, Lisa & Emilie) Behavior Policy, 2<sup>nd</sup> reading.

Confidential Policy reformatted, 2<sup>nd</sup> reading.

**Technology Committee** (Jodi, Kathy & Walter) Set up meeting with Kathy regarding printer.

**Strategic Planning Committee** (Kathy, Lisa, Lynn) Due October 2024.

**Aesthetics Committee** (Lisa, Kathy & Lynn) Work on foyer, ADA doors, Historical Society area.

### **OLD BUSINESS:**

- Building and Maintenance involving the Town.
- Water Supply update
- Security Camera update
- Construction Grant update. ADA doors.

### **NEW BUSINESS:**

- Printer Contract.
- Order yearbook.
- Annual Report Pamphlet for Trustees and due to UHLS needs approval.
- Send out new Trustee and Town contact info.
- Reminder from Core Training: Re-read By-Laws and Open Meeting Law.

**Director’s Report**  
**Meeting Adjourned @ \_\_\_\_\_ .**

**Friend’s Report**  
**Next Meeting is March 14, 2024.**

## Berne Public Library Board of Trustees Meeting Minutes

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

February 8, 2024

President Lisa Raymond called meeting to order at 6:35pm.

**Roll call:** Board Members present: Lisa Raymond, Ted Borys, Lynn Kerr (via zoom), Jodi Ebel, Walter Galicki,

Also present: Helen Galicki and Kathy Hill-Brown, town residents; Kathy Stempel, Library Director; Marion Burghart representing the friends of the Library via zoom

Motion made by Ted, 2<sup>nd</sup> by Walter to accept the Secretary's report as presented. Motion carried.

**Treasurer's Report:** Ted presented the Income and Expenses Report for the 2023 calendar year. \$8000 (2024 Knox grant money) has been received and deposited. The balance in the checking account is \$28,027.11 with \$6369.79 of that money designated for the construction grant. Motion made by Jodi 2<sup>nd</sup> by Walter to accept the treasurer's report. Motion carried.

The bills were presented for payment. Moving forward Ted will pay the NBT Credit Card bill online to avoid any late fees incurred. Motion made by Walter 2<sup>nd</sup> by Jodi to pay the bills as presented. Motion carried.

### Committee Reports

**Personnel Committee:** Director's evaluation was distributed and must be completed by February 29<sup>th</sup> – email completed evals to Lisa (or print out and leave at Library).

**Finance and Budget Committee** – 4<sup>th</sup> quarter audit was completed. The procurement, Investment and Capitalization Policy was distributed for review

**Policy Committee – Behavior policy** distributed and reviewed. Small corrections noted. Motion made by Ted, 2<sup>nd</sup> by Jodi to approve policy with a noted modification to item #5 under **Rules of the Berne Public Library** to state. "Patrons may not bring animals other than service animals into the Library building unless they are participating in a library program. Animals must be attended at all times."

No revisions were made to the **Confidentiality Policy** presented on 1/11/2024. Motion made by Ted 2<sup>nd</sup> by Walter to approve the confidentiality policy as presented.

### Old Business

The UV system for the water has been delivered – a maintenance request has been submitted for installation. Kathy will send an email to follow up, a 2<sup>nd</sup> work order will be submitted if necessary.

**Motion made by Jodi 2<sup>nd</sup> by Ted to pay the bill from Blake Equipment for the purchase of the UV Water System at a cost of \$2749.20**

Security Cameras still need repair. Kathy will follow up.

### **New Business**

Kathy will order a BKW Yearbook.

Printer Contract will be awarded to National Business. Contract will be for 5 years – Our cost will be \$87.61 per month. 500 black and white and 200 color copies per month included. .03 overage charge. Contract includes toner. Kathy will call and request full contract.

We are waiting for town to approve Kathy Hill-Brown as a trustee for the BPL.

The BPL Annual Report will be reviewed by the trustees at the March meeting.

All trustees must re by laws and open meeting law. Core training for all trustees will be held in the future.

### **Friends of the Library Report**

There are 40 adult and 19 junior entrees currently on display for the photo contest. The reception will be held on March 2 at 10am in the meeting room.

The book sale is scheduled for March 23 with the drop off set for March 16.

Events for the summer -

- Music in the park will be held 5 times in Berne and 1 in Knox this year.
- Bowls for books July 14.
- Whalemobile on July 19
- Heldercon October 5

New microwave has been purchased for the library.

The seed library was “weeded” out and will be re-stocked.

The Knox story walk is being refurbished.

### **Director’s Report**

UHLS is considering purchasing a Holocaust traveling exhibit for use by any interested libraries.

Construction Grant - ADA compliant door openers range in price from \$700 - \$1000 per door. Kathy will continue to work on this as well as the amendment to UHLS and DLD.

Kathy attended advocacy day on February 7, 2024 with favorable results.

Kathy presented information regarding an Equity Challenge/diversity grant program. There are various ways in which we could meet the requirements of the grant. There are 8 elements identified to encourage an equitable library An award of \$500 per element will be awarded.

Motion made by Ted 2<sup>nd</sup> by Walter that the BPL participate in the UHLS Equity Challenge. Kathy will continue to educate the board on ways in which we can be involved.

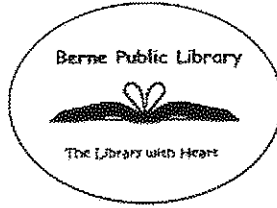
**Motion made by Ted, 2<sup>nd</sup> by Jodi to enter into executive session.**

Kathy shared 3 patron complaints (2 written 1 verbal) concerning an individual patron. The patron has violated rule #7g. "Public disturbance such as loud, offensive, abusive or threatening language or behavior on Library property." Kathy will meet with the patron and inform him that his library privileges are revoked at this time. A letter will be drafted and reviewed by the town attorney prior to sending it to the patron explaining the revocation.

The next trustee meeting is scheduled for March 14

Motion made by Ted 2<sup>nd</sup> by Jodi to end the executive session. Carried.

Motion to adjourn made by Ted 2<sup>nd</sup> by Jodi. Meeting adjourned 8:43pm.



## February 2024 Trustee Meeting

### Director's Report

**Director' Association:** The directors meet February 2. UHLS is looking into how viable a traveling exhibit would be for the member libraries. The exhibit is about the Holocaust, and I said the Berne Library would be interested in hosting it for a while.

There was talk about a few changes in the Annual Report. I ask about how you would count attendance at a parade the library was involved in, and they said they will get back to me with the answer.

**Printer:** National Business will be the printer choice for the library. I will ask for a new contract before finalizing anything and bring it to the next board meeting.

**Water:** The town approved the purchase of the \$2,749.20 UV water system. Now we need to install the unit. This unit should be delivered 2/8/2023

**Automated Doors:** I investigated the price of ADA compliant door openers. They range in price from \$700 - \$1,000. There needs to be an amendment sent to UHLS and then to DLD to get the approval to purchase the doors.

**Advocacy:** Yesterday was Advocacy Day for libraries. I to meet with Assemblyman Chris Tauge and meet a representee from Senator Breslin's office. Senator Breslin is retiring and Pat Fahy will be taking over his constitutes. The governor has increased the library support for the state. Libraries are still not up to date with funding; however, we are up to 2007 standards. Which is an increase. The NovelNY database is added to the governor's budget. I learned that it is not required to have an elementary librarian.

**Grant:** Equity Challenge is a diversity program made up of eight elements. We are not required to complete all the elements. I think this challenge is a win - win program. We can train the staff and trustees through this grant. We would get paid for the education and satisfy the annual NYS requirements for library personnel trustee education. However, the library board must approve the registration of the elements we agree on.

**Patron Behavior:** A patron made a complaint to the director about an ongoing issue pertaining to another patron. This would be the third strike for misbehavior in the library for this patron.

**Speed Dating with a Business:** Please consider attending this event on Feb. 18 1-3. We have eight businesses committed to participating. 749 It would be great if you could talk it up to your friends and family.

**Interesting Fact:** Data from the last five years of visits to the library.

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
14,059	5,450	6,084	9,136	12,688

**Youth Services:** The winner of the Newbery Award for an author of a distinguished American children's literature of the year go to the book titled "The Eyes and the Impossible" by Dave Eggers. The Caldecott Award go to the artist of the most distinguished American picture book the title "Big" by Vashti Harrison. Both books are on order for the library.

Take Your Child to the Library Day was attended by 15 people. The children made up puppet shows, completed a scavenger hunt, listened to stories, danced to the Macarena and enjoyed making a craft.

Submitted by

Kathy Stempel

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January through February 2024

	Jan - Feb 24	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Support</b>		
Individual Patron Contributions		
Donations in lieu of fines	24.10	
Individual Patron Contributions - Other	19.90	600.00
<b>Total Individual Patron Contributions</b>	44.00	600.00
Non-profit Organization Contrib	107.09	400.00
<b>Total Direct Public Support</b>	151.09	1,000.00
<b>Government Grants</b>		
E-rate reimbursement		28.00
LLSA Funding		1,400.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		3,681.00
Berne Direct Pay FICA	230.16	54,080.00
Town of Berne Direct Pay - Other	3,008.64	
<b>Total Town of Berne Direct Pay</b>	3,238.80	57,761.00
Agency Grant - Town of Berne - Other		10,000.00
<b>Total Agency Grant - Town of Berne</b>	3,238.80	67,761.00
Agency Grant - Town of Knox	8,000.00	8,000.00
<b>Total Local Government Grants</b>	11,238.80	75,761.00
<b>Total Government Grants</b>	11,238.80	77,169.00
<b>NYS Construction Grant</b>		6,099.49
<b>Other Types of Income</b>		
Book Replacement	7.99	200.00
Book Sales	1.25	90.00
Coffee		10.00
Fax Revenue	22.00	150.00
Library Fines	0.40	
Miscellaneous Revenue	276.30	50.00
Photocopying Revenue	83.35	500.00
<b>Total Other Types of Income</b>	391.29	1,000.00
<b>Total Income</b>	11,781.18	85,288.49
<b>Gross Profit</b>	11,781.18	85,288.49
<b>Expense</b>		
Advertising		400.00
Construction		6,099.49
Contract Services		
Accounting Fees		350.00
<b>Total Contract Services</b>		350.00
Facilities and Equipment		
Equip Rental and Maintenance	234.00	1,500.00
Equipment Purchase		1,200.00
<b>Total Facilities and Equipment</b>	234.00	2,700.00
Miscellaneous Fees		
Credit Card Service Fees	39.00	
Interest Expense	19.16	
<b>Total Miscellaneous Fees</b>	58.16	

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January through February 2024

	Jan - Feb 24	Budget
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD		100.00
E-content	1,697.50	4,000.00
Magazines	52.00	450.00
Software Applications	19.95	800.00
Videos	79.84	1,000.00
Books & Reference Materials - Other	63.91	4,100.00
<b>Total Books &amp; Reference Materials</b>	<b>1,913.20</b>	<b>10,450.00</b>
Cleaning Supplies		150.00
Postage, Mailing Service		300.00
Printing and Copying		300.00
Supplies	452.65	600.00
Telephone, Telecommunications	902.76	1,900.00
UHLS Service Dues	632.00	2,528.00
<b>Total Operations</b>	<b>3,900.61</b>	<b>16,228.00</b>
<b>Other Types of Expenses</b>		
Memberships and Dues		350.00
Other Types of Expenses - Other	1,035.49	
<b>Total Other Types of Expenses</b>	<b>1,035.49</b>	<b>350.00</b>
<b>Programs</b>		
Adult Events		100.00
Children & Young Adult Programs		
Summer Reading		200.00
Youth, General		100.00
Children & Young Adult Programs - Other	137.74	200.00
<b>Total Children &amp; Young Adult Programs</b>	<b>137.74</b>	<b>500.00</b>
General Patrons		50.00
<b>Total Programs</b>	<b>137.74</b>	<b>650.00</b>
Salary	3,008.64	54,080.00
<b>Taxes</b>		
FICA	230.16	3,681.00
<b>Total Taxes</b>	<b>230.16</b>	<b>3,681.00</b>
<b>Travel, Meetings, and Training</b>		
Conference, Meeting, Training		600.00
Travel		150.00
<b>Total Travel, Meetings, and Training</b>		<b>750.00</b>
<b>Total Expense</b>	<b>8,604.80</b>	<b>85,288.49</b>
<b>Net Ordinary Income</b>	<b>3,176.38</b>	
<b>Net Income</b>	<b>3,176.38</b>	

## February 8, 2024 – Payment of Bills

### ➤ Bills

- National Business Leasing (printer lease): \$117.00
- MidTel (internet, phone): \$143.26
- NBT credit card (book, supplies, C&YA programs): \$60.00 new charges, \$975.49 credit
  - 12/14/23 \$671.11 check posted 12/29/23 (late)
  - 01/11/24 \$1,207.66 check posted 01/22/24 (late)
  - 01/19/24 \$1,035.49 electronic payment posted 01/19/24 (avoid late fee and new interest charges)
- Baker & Taylor (3 books): \$42.28
- UHLS (Q1 e-content): \$333.83

### ➤ Additional information – construction grant scoreboard

	Grant to BPL	Town Match	Total
State Aid for Library Construction Fiscal Year 2021/2023	16,502.00	5,500.00	22,002.00
8/30/21 letter from Sean Lyons to UHLS - Town will cover 25% of costs up to \$5,473			
NYSED award email, x/xx/xx			
90% check deposited 12/31/22	14,851.00		
Remaining 10% due BPL to close grant	1,651.00		

Expenditures satisfying project			
	Library	Town	Total
Home Depot - Pressure tank		189.00	189.00
Lawrence - Well pump installation		1,425.14	1,425.14
Meyers Electrical - well wiring	2,150.00		2,150.00
Fox Valley - Excavate for water and power lines	1,800.00		1,800.00
Lamont - connect well water to building	1,180.49		1,180.49
Lamont - water test and treatment consultation	565.00		565.00
Blake Equipment - water filtration equipment	903.70		903.70
M4M Sealcoating	2,500.00		2,500.00
Callanan - asphalt patch material (to be paid 9/14)	658.02		658.02
Pavement Paintlines - striping	375.00		375.00
Adirondack Environmental Services - water test		270.30	270.30
<b>Total spent so far</b>	<b>10,132.21</b>	<b>1,884.44</b>	<b>12,016.65</b>
<b>Amount remaining to be spent</b>	<b>6,369.79</b>	<b>3,615.56</b>	<b>9,985.35</b>



52 South Broad Street  
Norwich, New York 13815





BERNE PUBLIC LIBRARY  
PO BOX 209  
BERNE NY 12023-0209

January 2024

Reporting Activity 01/01 - 01/31

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**At Your Service**

-  Customer Service 1.800.NBT.BANK (1.800.628.2265)
-  Website nbtbank.com
-  Loan Payment Address P.O. Box 149 Canajoharie, NY 13317
-  Email Address customerservice@nbtbank.com

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking	XXXXXXXX3761	\$20,373.94

**Government Checking - XXXXXXXX3761**

**Account Summary**

Date	Description	Amount
01/01/2024	Beginning Balance	\$26,772.00
	8 - Checks / Debits	\$6,580.90
	2 + Deposits / Credits	\$182.84
01/31/2024	Ending Balance	\$20,373.94

**Account Activity**

Transaction Date	Description	Debits	Credits	Balance
01/02/2024	CHECK #1195	\$671.11		\$26,100.89
01/04/2024	CHECK #1200	\$774.52		\$25,326.37
01/09/2024	DEPOSIT		\$75.75	\$25,402.12
01/11/2024	DEPOSIT		\$107.09	\$25,509.21
01/16/2024	CHECK #1202	\$143.26		\$25,365.95
01/19/2024	CHECK #1205	\$2,015.62		\$23,350.33
01/19/2024	CHECK #1204	\$616.24		\$22,734.09
01/22/2024	CARDMEMBER SERV WEB PYMT PAYABLE,ACCOUNTS 02	\$1,035.49		\$21,698.60
01/22/2024	CHECK #1203	\$1,207.66		\$20,490.94
01/22/2024	CHECK #1201	\$117.00		\$20,373.94

**Checks Paid**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1195	01/02/2024	\$671.11	1202	01/16/2024	\$143.26	1205	01/19/2024	\$2,015.62
1200*	01/04/2024	\$774.52	1203	01/22/2024	\$1,207.66			
1201	01/22/2024	\$117.00	1204	01/19/2024	\$616.24			

\* Indicates skipped check number



Member FDIC