

## **Berne Public Library – Trustee's Agenda for November 14, 2024**

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

Call the meeting to Order @ \_\_\_\_\_

Roll Call:

- \* Adoption of Agenda (any changes/additions should be made at this time)
- \* Secretary's Report from October 10, 2024
- \* Public Comment
- \* Treasurer's Report for November 14, 2024
- \* Payment of Bills

### **Standing Committee Reports:**

- \* Personnel (Lisa, Lynn, Jodi) Nothing to report.
- \* Finance & Budget (Ted, Emilie, Walter & Kathy S.) 3<sup>rd</sup> quarter audit completed.
- \* Policy (Jodi, Emilie & Walter) Updated policy list handed out. Social media and website policies need to be updated.
- \* Technology (Jodi, Emilie & Walter) 1 circulation desktop, 1 catalog desktop, 4 patron desktops, 1 director laptop, 1 staff laptop, 2 patron laptops, 4 hot spots, 5 working tablets.

### **Committee Reports:**

- \* Aesthetics (Lisa, Kathy S. & Lynn) Flooring, teen area, foyer, historical society area. Set meeting date
- \* Strategic Planning (Lisa, Lynn & Kathy S.) Additional wording added, 2<sup>nd</sup> reading

### **New Business:**

- \* By-Laws – Trustee Officer Terms July 1<sup>st</sup> thru June 30<sup>th</sup> 2<sup>nd</sup> reading
- \* Resolution to extend 3 year term limit to 3 1/2 during term transition
- \* Any trustee leaving the board must notify at November meeting. Discuss officers for January through June of 2025.
- \* New Library Open Meeting Law updated (see attached)

### **Old Business:**

- \* Security Camera update
- \* Construction Grant – water filter update
- \* Knox Liaison – email sent to supervisor
- \* Review reading materials to be discussed prior to board meeting
- \* Reminder to review By-Laws and Opening Meeting Law

**Director's Report:** Community Survey

**Friend's Report:**

**Meeting Adjourned @ \_\_\_\_\_ Next Meeting is December 12, 2024**

# **Berne Public Library Board of Trustees Meeting Minutes**

**October 10, 2024**

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

October 10 Meeting called to order at 6:36 pm by President Lisa Raymond.

Present: Lisa Raymond, Emilie Wright, Walter Galicki, Lynn Kerr, Ted Borys and Kathy Hill Brown (late).

Absent: Jodi Ebel

Also Present: Kathy Stemple, Library Director and Marion Burghart representing the Fiends of the Library.

Agenda adopted.

## **Secretary's Report:**

1<sup>st</sup> motion to accept Secretary's September report by Emilie Wright, 2<sup>nd</sup> by Walter Galicki. All in favor, motion carried.

No public comments.

## **Treasurer's Report:**

Report presented by Ted Borys. 1<sup>st</sup> motion to accept and approve reports made by Emilie Wright, 2<sup>nd</sup> by Walter Galicki. Motion carried.

Motion made by Emilie Wright, 2<sup>nd</sup> by Walter Galicki to pay bills presented. Motion carried.

## **Standing Committee Reports:**

**Personnel Committee:** nothing new to report.

**Finance & Budget Committee:** (Ted, Emilie, Walter & Kathy S.) 3<sup>rd</sup> quarter audit done tonight after Board Meeting.

**Policy Committee:** report next month.

**Technology Committee:** Inventory of laptops, desktops, tablets and hot spots next month.

**Aesthetics Committee:** Discussed flooding issues and carpet being replaced. Tabled to next month.

**Strategic Planning Committee:** 2<sup>nd</sup> Reading of Long-Range Plan to be read next month with amendment of inclusivity, adding the words "to everyone" to #1, first section of plan.

**Strategic Planning Committee:** 2<sup>nd</sup> Reading of Long-Range Plan to be read next month with amendment of inclusivity, adding the words “to everyone” to #1, first section of plan.

**Old Business:**

Security Camera update: Camera is NOT fixed, another work order to be sent to Town of Berne.

Construction Grant Update: Library needs to use \$1656.15 more to satisfy grant parameters. Also, Ted Borys stated that Director Kathy is not responsible for water system maintenance. It’s a Town of Berne responsibility. However, Director Kathy will reach out to Installer of system, Pure Water Source and A1 Barton for regular maintenance quotes.

Knox Liaison: President Lisa will contact Russ, Knox Supervisor for volunteers for Liaison role.

Trustees: Review reading materials prior to Board Meetings.

Reminder: Review By-Laws and Open Meeting Law.

**New Business:**

By-Laws: Amending By-Laws, Article V #2, #3, #4 updating to accommodate new officers’ terms to start July 1 – June 30 beginning 2025. Motion to adopt change, 1<sup>st</sup> by Ted Borys, 2<sup>nd</sup> by Emilie Wright. 1<sup>st</sup> reading.

Open Meeting Law: postponed to next month.

**Director’s Report:**(see attached) Kathy needs volunteers to help decorate the Library for Halloween Oct 31. Kathy will also send webinar info for Trustee training requirements.

**Friends of the Library Report:** Marion Burghart spoke about the success of Heldercon. 250 attendees. Pizza slices donated by Fox Creek Pizza were sold.

Upcoming Friend’s Events: “Mitten Tree”, Xmas tree in Knox Town Park, Photo Contest and Book Sale.

No further business: Motion to adjourn, 1<sup>st</sup> by Emilie, 2<sup>nd</sup> by Ted. Meeting adjourned 7:38pm.

**Next Trustees Meeting Nov 14, 2024.**

Respectfully,

Lynn Kerr

Substitute secretary

## November 14, 2024 – Payment of Bills

### ➤ Bills

- National Business Leasing (printer lease, insurance): **\$106.27**
- MidTel (internet, phone): **\$143.45**
- NBT credit card (C&YA program, magazines): **\$330.96**
- Upper Hudson Library System (Bookpage): **\$51.60**
- Baker & Taylor (books): **\$398.27**
- National Business Technologies (print overage): **\$287.79**
- Kathy Stempel (NYLA conference travel): **\$294.12**
- Cassandra Jonas (lost book double payment): **\$22.49**

### ➤ Additional information – grant expenditures

	Grant to BPL	Town Match	Total
<b>State Aid for Library Construction Fiscal Year 2021/2023</b>	16,502.00	5,500.00	22,002.00
<b>8/30/21 letter from Sean Lyons to UHLS - Town will cover 25% of costs up to \$5,473 NYSED award date, 12/05/22 90% check deposited 12/31/22</b>	14,851.00		
<b>Remaining 10% due BPL to close grant</b>	1,651.00		

Expenditures satisfying project			
	Library	Town	Total
<b>Home Depot - Pressure tank</b>		189.00	189.00
<b>Lawrence - Well pump installation</b>		1,425.14	1,425.14
<b>Meyers Electrical - well wiring</b>	2,150.00		2,150.00
<b>Fox Valley - Excavate for water and power lines</b>	1,800.00		1,800.00
<b>Lamont - connect well water to building</b>	1,180.49		1,180.49
<b>Lamont - water test and treatment consultation</b>	565.00		565.00
<b>Blake Equipment - water filtration equipment</b>	903.70		903.70
<b>M4M Sealcoating</b>	2,500.00		2,500.00
<b>Callanan - asphalt patch material (to be paid 9/14)</b>	658.02		658.02
<b>Pavement Paintlines - striping</b>	375.00		375.00
<b>Adirondack Environmental Services - water test</b>		270.30	270.30
<b>The Blake Group - UV light and water treatment</b>		2,479.20	
<b>Ideal Wiring Solutions - door opener / closer</b>	5,850.00		
<b>Total spent so far</b>	15,982.21	4,363.64	20,345.85
<b>Amount remaining to be spent</b>	519.79	1,136.36	1,656.15

Berne Public Library  
2024 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$54,080.00		Under (Over)	0.0765 FICA	YTD
				YTD	Balance			
1	01/06/24	01/11/24	\$1,029.13	\$1,029.13	\$53,050.87	\$10.87	\$78.73	\$78.73
2	01/20/24	01/25/24	\$1,979.51	\$3,008.64	\$51,071.36	\$111.36	\$151.43	\$230.16
3	02/03/24	02/08/24	\$1,896.70	\$4,905.34	\$49,174.66	\$294.66	\$145.10	\$375.26
4	02/17/24	02/22/24	\$2,115.13	\$7,020.47	\$47,059.53	\$259.53	\$161.81	\$537.07
5	03/02/24	03/07/24	\$2,065.31	\$9,085.78	\$44,994.22	\$274.22	\$158.00	\$695.06
6	03/16/24	03/21/24	\$2,178.14	\$11,263.92	\$42,816.08	\$176.08	\$166.63	\$861.69
7	03/30/24	04/04/24	\$2,119.64	\$13,383.56	\$40,696.44	\$136.44	\$162.15	\$1,023.84
8	04/13/24	04/18/24	\$2,158.88	\$15,542.44	\$38,537.56	\$57.56	\$165.15	\$1,189.00
9	04/27/24	05/02/24	\$2,071.38	\$17,613.82	\$36,466.18	\$66.18	\$158.46	\$1,347.46
10	05/11/24	05/16/24	\$2,176.07	\$19,789.89	\$34,290.11	(\$29.89)	\$166.47	\$1,513.93
11	05/25/24	05/30/24	\$2,110.75	\$21,900.64	\$32,179.36	(\$60.64)	\$161.47	\$1,675.40
12	06/08/24	06/13/24	\$2,185.14	\$24,085.78	\$29,994.22	(\$165.78)	\$167.16	\$1,842.56
13	06/22/24	06/27/24	\$2,211.89	\$26,297.67	\$27,782.33	(\$297.67)	\$169.21	\$2,011.77
14	07/06/24	07/11/24	\$2,097.64	\$28,395.31	\$25,684.69	(\$315.31)	\$160.47	\$2,172.24
15	07/20/24	07/25/24	\$2,210.63	\$30,605.94	\$23,474.06	(\$445.94)	\$169.11	\$2,341.35
16	08/03/24	08/08/24	\$2,152.95	\$32,758.89	\$21,321.11	(\$518.89)	\$164.70	\$2,506.06
17	08/17/24	08/22/24	\$2,186.76	\$34,945.65	\$19,134.35	(\$625.65)	\$167.29	\$2,673.34
18	08/31/24	09/05/24	\$2,151.07	\$37,096.72	\$16,983.28	(\$696.72)	\$164.56	\$2,837.90
19	09/14/24	09/19/24	\$2,073.14	\$39,169.86	\$14,910.14	(\$689.86)	\$158.60	\$2,996.49
20	09/28/24	10/03/24	\$2,098.14	\$41,268.00	\$12,812.00	(\$708.00)	\$160.51	\$3,157.00
21	10/12/24	10/17/24	\$2,032.26	\$43,300.26	\$10,779.74	(\$660.26)	\$155.47	\$3,312.47
22	10/26/24	10/31/24	\$2,084.27	\$45,384.53	\$8,695.47	(\$664.53)	\$159.45	\$3,471.92
23	11/09/24	11/14/24	\$1,941.63	\$47,326.16	\$6,753.84	(\$526.16)	\$148.53	\$3,620.45
24	11/23/24	11/28/24						
25	12/07/24	12/12/24						
26	12/21/24	12/26/24						
27	12/28/24	01/02/25						

\$2,080.00 average per biweekly pay period

pay period 1 and 27 are each one week

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

	Jan - Nov 24	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Grants</b>		
UHLS Association Grants		
UHLS Grant Summer Reading	240.00	
<b>Total UHLS Association Grants</b>	240.00	
<b>Total Direct Public Grants</b>	240.00	
<b>Direct Public Support</b>		
Individual Patron Contributions	378.17	600.00
Non-profit Organization Contrib	307.09	400.00
<b>Total Direct Public Support</b>	685.26	1,000.00
<b>Government Grants</b>		
E-rate reimbursement	34.48	28.00
LLSA Funding	1,487.40	1,400.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	3,620.46	3,681.00
Town of Berne Direct Pay - Other	47,326.16	54,080.00
<b>Total Town of Berne Direct Pay</b>	50,946.62	57,761.00
Agency Grant - Town of Berne - Other	10,000.00	10,000.00
<b>Total Agency Grant - Town of Berne</b>	60,946.62	67,761.00
Agency Grant - Town of Knox	8,000.00	8,000.00
<b>Total Local Government Grants</b>	68,946.62	75,761.00
<b>Total Government Grants</b>	70,468.50	77,189.00
NYS Construction Grant		6,099.49
<b>Other Types of Income</b>		
Book Replacement	194.95	200.00
Book Sales	47.55	90.00
Coffee		10.00
Fax Revenue	129.45	150.00
<b>Library Fines</b>		
E-commerce payments	25.68	
Library Fines - Other	0.40	
<b>Total Library Fines</b>	26.08	
Miscellaneous Revenue	975.44	50.00
Photocopying Revenue	671.40	500.00
Other Types of Income - Other	97.85	
<b>Total Other Types of Income</b>	2,142.72	1,000.00
<b>Total Income</b>	73,536.48	85,288.49
<b>Gross Profit</b>	73,536.48	85,288.49
<b>Expense</b>		
Advertising	301.42	400.00
Construction	5,850.00	6,099.49
<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	1,325.84	1,500.00

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

	Jan - Nov 24	Budget
Equipment Purchase	410.49	1,200.00
<b>Total Facilities and Equipment</b>	<b>1,736.33</b>	<b>2,700.00</b>
Miscellaneous Fees		
Credit Card Service Fees	39.00	
Interest Expense	19.16	
<b>Total Miscellaneous Fees</b>	<b>58.16</b>	
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD		100.00
E-content	3,262.88	4,000.00
Magazines	338.42	450.00
Software Applications	19.95	800.00
Videos	363.09	1,000.00
Books & Reference Materials - Other	2,999.74	4,100.00
<b>Total Books &amp; Reference Materials</b>	<b>6,984.08</b>	<b>10,450.00</b>
Cleaning Supplies	13.49	150.00
Postage, Mailing Service	543.73	300.00
Printing and Copying	356.80	300.00
Supplies	881.35	600.00
Telephone, Telecommunications	3,023.73	1,900.00
UHLS Service Dues	2,528.00	2,528.00
<b>Total Operations</b>	<b>14,331.18</b>	<b>16,228.00</b>
<b>Other Types of Expenses</b>		
Memberships and Dues	195.00	350.00
Other Costs	85.00	
Other Types of Expenses - Other	454.98	
<b>Total Other Types of Expenses</b>	<b>734.98</b>	<b>350.00</b>
<b>Programs</b>		
Adult Events	18.90	100.00
<b>Children &amp; Young Adult Programs</b>		
Summer Reading	234.91	200.00
Youth, General		100.00
Children & Young Adult Programs - Other	405.67	200.00
<b>Total Children &amp; Young Adult Programs</b>	<b>640.58</b>	<b>500.00</b>
General Patrons	47.41	50.00
<b>Total Programs</b>	<b>706.89</b>	<b>650.00</b>
Salary	47,326.16	54,080.00
Taxes		
FICA	3,620.46	3,681.00
<b>Total Taxes</b>	<b>3,620.46</b>	<b>3,681.00</b>
Travel, Meetings, and Training		
Conference, Meeting, Training	80.00	600.00
Travel	438.12	150.00
<b>Total Travel, Meetings, and Training</b>	<b>518.12</b>	<b>750.00</b>
<b>Total Expense</b>	<b>75,533.70</b>	<b>85,288.49</b>
<b>Net Ordinary Income</b>	<b>(1,997.22)</b>	
<b>Net Income</b>	<b>(1,997.22)</b>	



52 South Broad Street  
Norwich, New York 13815





BERNE PUBLIC LIBRARY  
PO BOX 209  
BERNE NY 12023-0209

# October 2024

Reporting Activity 10/01 - 10/31

Page 1 of 4

## 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	\$24,297.29

## Government Checking - XXXXXXXX3761

### Account Summary

Date	Description	Amount
10/01/2024	Beginning Balance	\$25,940.75
	6 - Checks / Debits	\$1,751.28
	1 + Deposits / Credits	\$107.82
10/31/2024	Ending Balance	\$24,297.29

### Account Activity

Transaction Date	Description	Debits	Credits	Balance
10/01/2024	CHECK #1250	\$17.99		\$25,922.76
10/03/2024	DEPOSIT		\$107.82	\$26,030.58
10/11/2024	MIDTEL ACH 00085667-3 Berne Public Library	\$143.45		\$25,887.13
10/15/2024	CARDMEMBER SERV WEB PYMT PAYABLE,ACCOUNTS 12	\$476.12		\$25,411.01
10/15/2024	LEASE DIRECT WEB PAY 83092011 BERNE PUBLIC LIBRARY	\$106.27		\$25,304.74
10/16/2024	CHECK #1254	\$632.00		\$24,672.74
10/18/2024	CHECK #1255	\$375.45		\$24,297.29

### Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1250	10/01/2024	\$17.99	1254*	10/16/2024	\$632.00	1255	10/18/2024	\$375.45

\* Indicates skipped check number



Member FDIC

10:16 AM

11/14/24

**Berne Public Library  
Reconciliation Detail  
NBT Bank, Period Ending 10/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						25,940.75
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	09/12/2024	1250	Vooheesvile Public ...	X	-17.99	-17.99
Check	10/10/2024	1254	Upper Hudson Libra...	X	-632.00	-649.99
Check	10/10/2024	ACH	Elan Financial Servi...	X	-476.12	-1,126.11
Check	10/10/2024	1255	Baker & Taylor	X	-375.45	-1,501.56
Check	10/10/2024	ACH	MidTel	X	-143.45	-1,645.01
Check	10/11/2024	ACH	National Business T...	X	-106.27	-1,751.28
Total Checks and Payments					-1,751.28	-1,751.28
<b>Deposits and Credits - 1 item</b>						
Deposit	10/03/2024			X	107.82	107.82
Total Deposits and Credits					107.82	107.82
Total Cleared Transactions					-1,643.46	-1,643.46
Cleared Balance					-1,643.46	24,297.29
Register Balance as of 10/31/2024					-1,643.46	24,297.29
<b>New Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	11/10/2024	ACH	MidTel		-143.45	-143.45
Check	11/14/2024	1257	Baker & Taylor		-398.27	-541.72
Check	11/14/2024	1259	Kathleen Stempel		-294.12	-835.84
Check	11/14/2024	1258	National Business T...		-287.79	-1,123.63
Check	11/14/2024	ACH	National Business T...		-106.27	-1,229.90
Check	11/14/2024	1256	Upper Hudson Libra...		-51.60	-1,281.50
Check	11/14/2024	1260	Cassandra Jonas		-22.49	-1,303.99
Check	11/15/2024	ACH	Elan Financial Servi...		-330.96	-1,634.95
Total Checks and Payments					-1,634.95	-1,634.95
<b>Deposits and Credits - 1 item</b>						
Deposit	11/02/2024				191.17	191.17
Total Deposits and Credits					191.17	191.17
Total New Transactions					-1,443.78	-1,443.78
<b>Ending Balance</b>					<b>-3,087.24</b>	<b>22,853.51</b>



2024 November Trustee

### Director's Report

**Director's Association:** A common library calendar is under construction. All system libraries will be able to participate by adding library events.

**Water System:** A1 Barton Water Supplies has responded to our request to give us a quote. A representative looked over the water system and we are awaiting the results. Val, from A1 Barton got back to me about the results of her inspection. Unfortunately, they cannot maintain the system we have.

**NYLA Conference:** I attended six workshops at the conference in Syracuse. One particular workshop I liked titled **Giving Life to History by Online Exhibit**. Berne has a rich history to exhibit. This could be a project to undertake in the near future. **What is the Climate Smart Communities Program?** This a program the library could help with their municipality to earn credits toward sustainability funds. Another workshop called **Not Your "Con"ventional Panel** tells it all. I learned several tips that can go toward our Heldercon event. Another workshop was from the author's that wrote the updated Trustee Handbook are in the process of updating the Director's Handbook. I attended the workshop called **Trustee Handbook Book Club for Directors**. **Streamlining Your Summer Reading** was an excellent workshop. The presenters provided tips on making SRP less stressful. I especially like the idea of having teams race with reading times.

**NYTimes Digital:** Patrons are now able to access the New York Times digital content. A link will be added to our website for easy access.

**Trustee Training:** The following resources are acceptable for the required yearly two hour training. You may need to view several videos to complete your two hour requirement. **Navigating the Library Director Hiring Process: A Guide for Trustees and Boards**

<https://www.youtube.com/watch?v=762...> Libraries in NY Libraries in NY on Vimeo

**The Public Library Treasurer: Their Role and Legal Responsibilities**

<https://vimeo.com/235751061> Statement on the Governance Role of a Trustee or Board Member Statement on the Governance Role of a Trustee or Board Member | Board of Regents

**Community Survey:** Meeting discussion

**Emergency Connectivity Funds:** We were able to secure \$787.57 extra in reimbursement funds. This is in addition to a past deposit of \$2,575 in 2022. The funds originally for Hot Spot use and the purchase of 4 tablets. The \$787.57 is for services.



## 2024 November Friends of the Library

### Director's Report

**Appreciation Day:** The date for appreciation day, a day for the library to thank all volunteers for helping out will be Dec.15 at 12 – 1. Lunch will be served.

**NYLA Conference:** I attended six workshops at the conference in Syracuse. One particular workshop I liked titled **Giving Life to History by Online Exhibit**. Berne has a rich history to exhibit. This could be a project to undertake in the near future. **What is the Climate Smart Communities Program?** This a program the library could help with their municipality to earn credits toward sustainability funds. Another workshop called **Not Your "Con"ventional Panel** tells it all. I learned several tips that can go toward our Heldercon event. Another workshop was from the author's that wrote the updated Trustee Handbook are in the process of updating the Director's Handbook. I attended the workshop called **Trustee Handbook Book Club for Directors**. **Streamlining Your Summer Reading** was an excellent workshop. The presenters provided tips on making SRP less stressful. I especially like the idea of having teams race with reading times.

**Scrabble:** Friday, Nov.15 at 6:00 you can join your friends for an evening of Scrabble, the board game.

**Open Mic:** The library will be providing a series of monthly open mic sessions starting in Jan., Feb., and March. If it goes well we could add April.

Submitted by

Kathy Stempel