

Berne Public Library – Trustee's Agenda for April 10, 2025

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 or additions should be made at this time) FOBL
- * Secretary's Report from March 13, 2025
- * Public Comment
- * Treasurer's Report for April 10, 2025
- * Payment of Bills

Standing Committee Reports:

- * Personnel (Lisa, Lynn, Jodi) Nothing to report.
- * Finance & Budget (Ted, Emilie, Walter & Kathy S.) 1st quarter audit due
- * Policy (Jodi, Kathy HB & Walter) E-Reader 2nd reading, BPL&Fotl 2nd reading.
- * 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) Rug for historical hallway
- * Open Meeting Law (Ted & Kathy HB) Discussion 100-103a + *pages*

Business

- * \$5,000.00 Grant
- * 2025 Federal Shift. Kathy H.B. To go over resources for links to put on website.
- * Construction Grant
- * Trustee and Town contact information
- * Knox Liaison Agreement
- * Kiwanis/Memorial Day float
- * NYLA dues
- * Nominating Committee for Trustee Officers term to begin July 1, 2025
- * Review reading materials to be discussed prior to board meeting
- * Reminder to review By-Laws and Opening Meeting Law

Director's Report:

Friend's Report:

Knox Liaison Report:

Meeting Adjourned @ _____ Next Meeting is May 8, 2025

The BPL/FotL Agreement was discussed. Motion made by Jodi Ebel 2nd by Ted Borys to approve the policy. Carried.

The printing, faxing, scanning and photocopying policy was discussed. Motion made by Ted Borys 2nd by Walter Galicki to approve the policy. Carried.

Technology Committee – Inventory has been completed. Kathy is looking to purchase a refurbished desktop computer. We have an adequate supply of laptops. An additional line for connection to a hot spot is needed. Kathy will obtain prices and present at May meeting,

Aesthetics Committee –

Open Meeting Law – Reviewed. The following action steps are needed. 103(d2) - posting the rules for open meeting laws in the library with copies available as needed

103(e) create a public folder with copies of the agenda and reports

103-a 2c – Update bylaws to identify extraordinary circumstances

The remaining sections will be reviewed in May.

New Business:

- **\$5000 Grant** – replacing the windows would not help with the draft issue without adding insulation. We will explore the process of blowing in insulation before looking at new windows. Kathy would like to explore using the grant for a projection system for the meeting room.
- **Trustee and Town Contact Information** verified.
- **Knox Liaison Agreement** – the liaison was not in attendance again this month. Lisa will talk to the Knox town supervisor.
- **Kiwanis/Memorial Day float** – Lisa will check in with Marion
- Lisa's notes indicate that the NYLA dues are due on May 1st.
- A nominating committee for Trustee Officers is needed. Both Lisa Raymond and Ted Borys will be leaving. A discussion of whether or not to increase the number of trustees to put less burden on the officers was discussed and will be discussed in May.

Old Business

Director's Report – (attached)

- Report read from Sandra Kisselback
- April 21st (Monday) program on physical therapy 6pm.
- Diabetes prevention program on April 23rd at 1pm

Motion made by Ted Borys 2nd by Emilie Wright that the April meeting adjourn. Meeting adjourned 8:21pm.

Respectfully submitted,

Jodi Ebel

Secretary

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 and entertainment.

April 10, 2025

The meeting was called to order by President, Lisa Raymond at 6:35 pm.

Present: Emilie Wright, Jodi Ebel, Lynn Kerr, Walter Galicki, Ted Borys.

Absent: Kathy Hill Brown , Knox Liaison

Also Present: Kathy Stempel, Library Director and Marion Burghart representing the Friends of the Library.

Secretary's Report (see attached)

Motion made by Ted Borys to accept the Secretary's report. -Motion was 2nd by Emilie Wright. Motion Carried.

Friends Report – Bowls for Books will be held in the town park on June 22.

Music in the Park will begin in July on Wednesdays (630pm)

The new shed will be delivered at the end of April. Suggestion made that the library purchase the shed with the construction grant money with the friends paying for the remainder (to be discussed during treasurer's report)

The friends would like to purchase a more permanent Art Gallery sign. Motion made by Emilie Wright 2nd by Ted Borys to approve the purchase of the sign. The sign will then be hung by the town.

Treasurer's Report (See attached)

-Motion made by Jodi Ebel, 2nd by Emilie Wright to accept the Treasurer's Report as presented. Motion Carried.

The bills were presented for payment. Motion made by Walter Gakicki ,2nd by Jodi Ebel to pay the bills as presented. -Motion carried.

Discussed the purchase of a new shed. Motion made by Emilie Wright 2nd by Ted Borys to:

(cut and paste from Ted)

Standing Committee Reports:

Personnel committee – nothing new to report

Finance and Budget – 1st quarter audit due – will be completed this evening

Policy Committee – The E-Reader Policy was reviewed (2nd reading). Motion made by Ted Borys 2nd by Emilie Wright to approve the policy. Carried.

2025 April

Trustee Meeting

Director's Report

Director's Association: It was director, Tim Burkes, last meet before retiring after 15 years. Some of the members wore suspenders in Tim's honor as they all know that was one of his signature attire. Everyone in the room gave an anecdote about Tim helping their library is some way.

Late summer is the UHLS schedule to replace the circulation computer to a company called Vega. Also, be on the lookout for information containing new digital content coming soon. Cloud Library may be replacing Hoopla. More information on Cloud Library at the next meeting.

Construction Funds: According to calculations, we still have \$1,965.61 to spend. This is after the installation of security cameras.

Equity Challenge: The library received \$500 from Upper Hudson Library System for completing the Facilities and Equipment Challenge. I want to thank Tim Doherty for the help on this project. Please see me if you want to read the submitted report. The next 2 challenges will be Programming and Staff Learning

Security Camera: Dan O'Connell has installed a main security camera with spot lights to encompass the whole parking lot. Installation of 2 battery operated cameras will go over the main entrance and the other will go in the attic looking towards the front of the building. A third one will show the exit driveway.

QuickBooks: Looking into the future, the next board treasurer will need to have some knowledge in QuickBooks. Upper Hudson Library System will be having a workshop on QuickBooks. Any interested person can go on April. 24 at 6PM held at the UHLS office. Please let me know if I should sign you up.

Annual Awards: Nominations for the annual awards are being accepted for volunteer and trustee of the year award. Plus, adult program and youth/family program of the year. I was going to submit "Rockets in the Park" as our family program. Nominations are due April 30.

Substitute worker: Amy, the director at the Westerlo library, has begun searching for a substitute worker. We are in need of a sub during emergencies when no one can work at the last minute. Ann Hein has generously volunteered in the past. However, my thoughts were to look for a person who lives close to the library. Subs and part-timers are now exempt from Civil Service test, although they need to be reported to that organization if hired.

Memoir program: The program Sandra put together has wrapped up. Participants of the program really enjoyed their time writing and laughing.

From Seed to Carved Creation: A pumpkin adventure like no other. A series of 4 programs will be presented. Everything from photos of growing pumpkins to, pumpkin crafts, to a final carving contest. We will be starting with seeds from the seed library. Session #1- planting on April 16 at 3:00.

Youth Services

Summer Reading: Plans are being formed for “Color Our World” summer activities. Children’s author, Matt McElligott will be presenting in July. We will be sponsoring a Messtival with a lot of outdoor painting. More details in May.

Rockets in the Park is on Sunday, May 18 at 11. This program is great for any age.

The students from BKW’s FFA club will be reading to storytime kids on April 15. This is a Read a Thon for them which will include snacks and lots of reading.

Submitted by

Kathy Stempel

April 10, 2025 – Payment of Bills

➤ Bills

- MidTel (internet, phone): **\$143.63**
- NBT credit card (DVDs, books, construction, supplies): **\$230.60**
- National Business Leasing (printer lease, insurance): **\$106.27**
- Baker & Taylor (books): **\$177.78**
- National Business Technologies (page overage): **\$93.81**
- Brook Pominville (lost books refund): **\$115.80**
- Sandra Kisselback (program): **\$420.00**
- DL Industries (install reverse osmosis filter): **\$841.55**

➤ Additional information – grant expenditures

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
Adirondack Environmental Services - water test		270.30	270.30
The Blake Group - UV light and water treatment		2,479.20	2,479.20
Ideal Wiring Solutions - door opener / closer	5,850.00		5,850.00
Under sink reverse osmosis water filter	699.30		699.30
Callanan - asphalt patch material	658.02		658.02
Security cameras	199.99		199.99
Install under sink reverse osmosis water filter	841.55		841.55
Faucet and spigot	84.72		84.72
Security and floodlight cameras	239.98		239.98
DL Industries - install cameras	500.00		500.00
Total spent so far	15,672.75	4,363.64	20,036.39
Amount remaining to be spent	829.25	1,136.36	1,965.61

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through April 2025

	Jan - Apr 25	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
UHLS Association Grants		
Other Grants	500.00	
Total UHLS Association Grants	500.00	
Total Direct Public Grants	500.00	
Direct Public Support		
Individual Patron Contributions	835.96	400.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	835.96	700.00
Government Grants		
E-rate reimbursement		30.00
LLSA Funding	150.30	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		5,061.00
Berne Direct Pay FICA	1,224.00	66,144.00
Town of Berne Direct Pay - Other	15,999.99	
Total Town of Berne Direct Pay	17,223.99	71,205.00
Agency Grant - Town of Berne - Other		10,500.00
Total Agency Grant - Town of Berne	17,223.99	81,705.00
Agency Grant - Town of Knox	8,500.00	8,500.00
Total Local Government Grants	25,723.99	90,205.00
State Grants	5,000.00	
Total Government Grants	30,874.29	91,635.00
NYS Construction Grant		519.79
Other Types of Income		
Book Replacement	160.75	250.00
Book Sales	12.50	50.00
Fax Revenue	7.50	150.00
Library Fines		
E-commerce payments	8.82	
Total Library Fines	8.82	
Miscellaneous Revenue	3.00	150.00
Photocopying Revenue	205.15	700.00
Total Other Types of Income	397.72	1,300.00
Total Income	32,607.97	94,154.79
Gross Profit	32,607.97	94,154.79
Expense		
Advertising		400.00
Construction	1,625.58	519.79
Contract Services		
Accounting Fees	360.00	350.00
Total Contract Services	360.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance	839.15	1,200.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through April 2025

	Jan - Apr 25	Budget
Equipment Purchase		1,200.00
Total Facilities and Equipment	839.15	2,400.00
Operations		
Books & Reference Materials		
Books on CD		50.00
E-content	1,374.06	4,000.00
Magazines	52.00	450.00
Software Applications		800.00
Videos	232.46	600.00
Books & Reference Materials - Other	822.80	4,100.00
Total Books & Reference Materials	2,481.32	10,000.00
Cleaning Supplies		100.00
Postage, Mailing Service		300.00
Printing and Copying	192.07	400.00
Supplies	39.06	900.00
Telephone, Telecommunications	574.19	2,400.00
UHLS Service Dues	658.00	2,630.00
Total Operations	3,944.64	16,730.00
Other Types of Expenses		
Memberships and Dues	165.00	350.00
Other Costs	115.80	
Total Other Types of Expenses	280.80	350.00
Programs		
Adult Events	478.56	100.00
Children & Young Adult Programs		
Summer Reading		250.00
Youth, General		100.00
Children & Young Adult Programs - Other	333.05	400.00
Total Children & Young Adult Programs	333.05	750.00
General Patrons		50.00
Total Programs	811.61	900.00
Salary	15,999.99	66,144.00
Taxes		
FICA	1,224.00	5,061.00
Total Taxes	1,224.00	5,061.00
Travel, Meetings, and Training		
Conference, Meeting, Training	28.00	800.00
Travel		500.00
Total Travel, Meetings, and Training	28.00	1,300.00
Total Expense	25,113.77	94,154.79
Net Ordinary Income	7,494.20	
Net Income	7,494.20	

5:18 PM

04/09/25

**Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 03/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,806.61
Cleared Transactions						
Checks and Payments - 7 Items						
Check	03/07/2025	ACH	National Business T...	X	-106.27	-106.27
Check	03/10/2025	ACH	MidTel	X	-143.52	-249.79
Check	03/13/2025	1275	Berne Tax Service	X	-360.00	-609.79
Check	03/13/2025	1273	Baker & Taylor	X	-193.01	-802.80
Check	03/13/2025	1274	National Business T...	X	-98.26	-901.06
Check	03/13/2025	1272	Upper Hudson Libra...	X	-28.00	-929.06
Check	03/14/2025	ACH	Elan Financial Servi...	X	-217.56	-1,146.62
Total Checks and Payments					-1,146.62	-1,146.62
Deposits and Credits - 1 item						
Deposit	03/07/2025			X	89.36	89.36
Total Deposits and Credits					89.36	89.36
Total Cleared Transactions					-1,057.26	-1,057.26
Cleared Balance					-1,057.26	30,749.35
Register Balance as of 03/31/2025					-1,057.26	30,749.35
New Transactions						
Checks and Payments - 8 Items						
Check	04/08/2025	ACH	Elan Financial Servi...		-230.60	-230.60
Check	04/08/2025	ACH	National Business T...		-106.27	-336.87
Check	04/10/2025	1280	DL Industries		-841.55	-1,178.42
Check	04/10/2025	1279	Sandra Kisselback		-420.00	-1,598.42
Check	04/10/2025	1276	Baker & Taylor		-177.78	-1,776.20
Check	04/10/2025	ACH	MidTel		-143.63	-1,919.83
Check	04/10/2025	1278	Brook Pominville		-115.80	-2,035.63
Check	04/10/2025	1277	National Business T...		-93.81	-2,129.44
Total Checks and Payments					-2,129.44	-2,129.44
Deposits and Credits - 1 item						
Deposit	04/08/2025				662.50	662.50
Total Deposits and Credits					662.50	662.50
Total New Transactions					-1,466.94	-1,466.94
Ending Balance					-2,524.20	29,282.41