

Berne Public Library Board of Trustee's Agenda

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

July 10, 2025

Meeting called to order at _____

Roll Call:

Present:

Absent:

Adoption of agenda (any changes/additions should be made at this time)

Public Comment

Secretary – Report from June 12, 2025 meeting

Treasurer

- Treasurer's Report for July 10, 2025
- Payment of Bills

Standing Committee Reports:

- Personnel (Lisa, Lynn, Jodi) – no report
- Finance & Budget (Ted, Emilie, Kathy HB, Kathy S) – 2nd quarter audit, 2026 Budget
- Policy (Jodi, Emilie & Walter) – 2nd reading for Public Comment & Conflict of Interest Policies; Virtual Participation Policy next
- Technology (Walter, Kathy)

Committee Reports:

- Aesthetics (Lisa, Kathy S, & Lynn) – Outdoor display case, teen area
- Open Meeting Law (Ted, Lynn, Emilie) – 2nd reading / By-Laws

Business:

- \$5,000.00 grant – teen area and overhead projector
- Construction grant update
- Knox Liaison – working with Knox to appoint someone
- Trustee Board Members – recruiting 2 more trustees

Director's Report

Friend's Report

Meeting adjourned at _____ **Next Meeting is August 14, 2025**

Reminders:

- UHLS sexual harassment training/NYS 2 hour trustee training 2025
- Review By-Laws and Open Meeting Law
- Review reading materials to be discussed prior to board meeting

Berne Public Library Board of Trustees Meeting Minutes

The Mission of the Berne Public Library is to meet the needs of the community for lifelong learning and entertainment.

Date: June 12, 2025

The meeting was called to order at 6:32 pm by President Lisa Raymond.

Present: Jodi Ebel, Lynn Kerr, Ted Borys, Lisa Raymond, Kathy Hill-brown, Emilie Wright and Walter Galicki,

Also Present: Kathy Stempel, Library Director, and Ann Hein, representing the Friends of the Library and Jolantra Jeanneney

Secretary's Report (see attached)

Motion made by Lynn Kerr 2nd by Ted Borys, to accept the Secretary's report as filed. The motion was carried.

Treasurer's Report (See attached)

Motion made by Lynn Kerr, 2nd by Kathy Hill-Brown, to accept the treasurer's report. The motion was carried.

The bills were presented for payment. Motion made by Jodi Ebel, 2nd by Emilie Wright, to pay the bills as presented. The motion was carried.

Standing Committee Reports:

***Personnel** (Lisa, Lynn, Jodi) Nothing to report.

* **Finance & Budget** (Ted, Emilie, Walter & Kathy S.) 2026 budget due to Town on August 1st

* **Policy** (Jodi, Emilie, & Walter): Need policies on virtual participation. Kathy will check with Westerlo and see if they have corresponding policies.

The Policy and Procedure regarding Public Comment at Library Board of Trustees Meetings was reviewed. A second reading of this policy will occur in July.

The Policy and Procedure regarding Conflict of Interest was reviewed. A second reading of this policy will occur in July.

***Technology** (Jodi, Emilie & Walter) – Kathy was able to get 2 refurbished laptops from UHLS. She will also purchase a desktop (quote \$600).

* **Aesthetics** (Lisa, Kathy S., & Lynn) An outside display case was discussed – The aesthetics committee will make a final recommendation

***By-Laws** (Ted and Kathy HB) –

Ted suggested an edit to the by-laws increasing our number of trustees from seven to nine.

Ted also suggested an addition to Article VI (Meetings) which defined "extraordinary circumstances."

A second reading of both edits will occur in July.

Open-Meeting ((Ted and Kathy HB)

Section 1(d2) was rectified.

Section 2(e) – agenda and additional documents need to be available to the public. Kathy will post these items on the website as needed.

Business:

- **Grant Updates** – Kathy is looking at a water bottle filling station, new carpeting, etc. and

is submitting these to DLD. We need @\$2000 worth of items which must be approved by June 30th. In addition, items for the \$5000 grant including a projection system and large screen television were discussed.

- **Knox Liaison Responsibilities** – Lisa spoke with the Knox supervisor – we are currently searching for a liaison.
- **Increasing Trustee Members** – signs have been posted and Kathy will post it on the website. Several folks have expressed interest.

Director's Report –

- Kathy attended the director's meeting. The Hoopla service cost is increasing – Kathy will look at the usage and cost implications and report back.
- UHLS is switching from Encore to Vega for circulation with the next couple of months.
- The new calendar is up and running and linked to the website
- A window was cracked over the weekend of June 7, 2025
- Kerwin Lovell presented a program about artificial intelligence earlier in the month it was well received – part 2 will be scheduled and he will be compensated for his time.
- Kerwin may also be able to advise us regarding the large screen tv and projection system.
- Several upcoming events were reviewed.

***Friends Report -**

- Rockets in the park was well attended
- Float for memorial day parade was a success
- Shelving and File Cabinets are being purchased for the shed
- Seed library has been well-used.
- Art Gallery signs were purchased – and the space is booked through July 2026

A motion was made by Ted Borys 2nd by Emilie Wright that the trustees enter into executive session. Carried.

A motion was made by Ted Borys 2nd by Lynn Kerr to return to regular session. Carried

A motion was made by Lisa Raymond 2nd by Lynn Kerr to approve the following slate of officers for July 1, 2025 – June 30, 2026: President: Emilie Wright, Vice President: Lynn Kerr, Treasurer: Kathy Hill-Brown the 2025-26 *Secretary: Kathy Hill-Brown*

A motion was made by Ted Borys, 2nd by Lynn Kerr, that the meeting adjourn. Motion carried. The meeting adjourned at 8:39 pm.

The June meeting will be held on June 12 at 6:30 pm.

Respectfully submitted,

Jodi Ebel

Secretary



July 2025 Trustee Meeting Director's Report

Construction Funds: There is no deadline for amendments except well before the ultimate deadline of the 6 years total that the project has so that would be June 30, 2027. A gazebo would be nice or maybe removal of carpeting in the library. I could request to see if they will accept the removal of water stained carpet that was in a flood.

Director's Association did not meet for July.

Building Maintenance: Maintenance staff replaced 4 side light bulbs. The air conditioner went on the fritz during a hot wave. A maintenance person try several different things to no avail. The next day John Dewey was able to get it to work. The breaker tripped causing outside wiring to disconnect.

Outreach: We had several opportunities to engage in library outreach. One was to promote summer reading at the schools Bulldog Show assembly with close to 300 students attending. Another opportunity involved setting up a table where we distributed flyers and library magnets at Bowls for Books ice cream event. Finally, we had a craft table for a few hours at the Town of Berne 4th of July celebration.

Challenge: The next section of the Equity Challenge will be the Collection Development and Purchasing to work on the coming month.

New Trustees: The search is ongoing to find additional trustees, with advertisements currently posted.

Youth Services:

School Visits: Two kindergarten classes and two first-grade classes totaling 68 students visited the library at different times. After enjoying a tour and a storytime with craft, each student took home with a library coloring book.

Summer Reading: The Messtival event featured two families who enjoyed four stations of painting activities. Thanks goes out Donna, Brian, Ashton, Ann, and Becky for volunteering to help out that day. Also, thank you to Shawn who mowed the lawn before the event.

Sign-ups: A total of 66 people have signed up for SRP.

Staff: Kudos to the staff for their hard work in managing the extra tasks that come with summer reading.

Upcoming Events:

Wildlife Alive – Mon., July 14 @ 6:00

Family Art – Squeegie Art Mon., July 14 @ 2-3

Music in the Park – Just a Bunch of Guys&Gals Wed., July 16 @ 6:30

Family Art- Melted crayons- Mon., July 21 @ 2-3

Music in the Park – Hilltown Ramblers – Wed., July 23@ 6:30

Adult Woodworking – Thur., July 24 @ 6:00 Please sign-up

Author/Illustrator Matt McElligott – Sat., July 26 @ 3:00

Sandpaper Art – Mon., July 28 @ 2-3

Music in the Park – Open Mic – Wed., July 30

Submitted by

Kathy Stempel

BERNE PUBLIC LIBRARY
Policy and Procedure

Title	Approved	Effective
Conflict of Interest		

Purpose	<p>This Conflict-of-Interest Policy applies to all members of the Board of Trustees (Board) and staff of the Berne Public Library (Library). The purpose of this conflict-of-interest policy is to protect the Library interests when it is considering entering into a transaction or arrangement that might benefit the private interests of one of its trustees or staff.</p> <p>This policy is intended to supplement, but not replace, any federal, state, or local laws governing conflicts of interest applicable to public municipal libraries</p>
Policy	<p>This policy outlines guidelines for public comments during Board meetings to ensure that the community has the opportunity to be heard while also ensuring that the Board is able to meet its primary responsibility of conducting Library business.</p> <ol style="list-style-type: none"> 1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board. 2. Recusal of Self: Any covered person may recuse themselves at any time from involvement in any decision or discussion in which the covered person believes they have or may have a conflict of interest without going through the process for determining whether a conflict of interest exists. 3. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the Board, the covered person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining trustees shall decide if a conflict of interest exists.
Procedure	<ol style="list-style-type: none"> 1. Procedures for Addressing the Conflict of Interest: <ol style="list-style-type: none"> a. The BPL President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. b. An interested person may make a presentation at a Board meeting but, after the presentation, the interested person shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest. The interested person is prohibited from any attempt to influence improperly the deliberation or voting on the matter. c. After exercising due diligence, the Board shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.