

October 11, 2018

**Berne Public Library Board of Trustees minutes of the Meeting,**

Meeting called to order at 6:37pm

**Attendees:**

Trustees: Marion Burghart, Lisa Raymond, Chuck Batcher, Ted Borys, JoAnne Brady, Missy Worden, Emilie Wright and myself, Becky Waldenmaier.

Also present: Kathy Stempel, library director. Sean Lyons, library liaison was unable to attend. There were no new additions added to the agenda

**Secretary's Report\*** submitted by Becky Waldenmaier

The report was reviewed and minor correction pointed out. Lisa moved to accept the report, it was seconded by Emilie. Motion approved.

**Treasurer's report:\*** submitted by Ted Borys

Ted presented the budget and pointed out that we are doing well on the salary line. The total budget net income is approximately \$1,010 ahead. Marion verified that the Town will be paid for the lighting when the task was completed. We received \$50.63 from Better World Books. With no further questions, Marion requested for approval of the treasurers report. JoAnne motioned to approve the report, seconded by Missy. Motion approved.

Kathy had hosted an event for the BKW alumnae. She gave a tour of the library and served refreshments. They donated \$345.00. Kathy will be reimbursed for the refreshments.

**Payment of Bills:\***

Ted reviewed the bills as listed. The credit card statement reflected the refund that was made. The balance is \$81.49. Kath mileage for 3 meetings totaled \$87.31. With no further discussion. Marion called for a vote. Emilie moved to accept the payment of bills. JoAnne seconded the motion. Motion carried.

**Committee Reports:**

**Personnel committee:**

No meeting, it was mentioned last month about staff evaluations. Kathy shared that she is looking into job descriptions. Emilie shared some ideas to consider.

**Finance & Budget Committee:**

Will be meeting tonight for, the quarterly audit.

**Policy committee:**

JoAnne reminded us that the Town's policy book is being revised.

**Aesthetics Committee:**

No meeting at this time.

**Policy and Guideline Committee:**

Rules of Public Behavior: Marion reviewed the changes that we felt were needed to revise the policy. It will be put up for vote at the next meeting. We had variable views on animals that were certified animals. The revision will be, Patron may not bring animals other than service animals into the library. Marion asked for any other input, none noted. Lisa will retype policy and send out to trustees prior to the Nov. meeting.

Record retention: Joanne is working on getting information from Anita and the State Board of Education.

**Old Business:**

**Building Report:**

Kathy will add the book drop light adjustment to the maintaince list.

The dry wall crack is still listed.

Marion requested that someone read Sean's update that was sent via e-mail.

Missy read the update. He shared that the water project was moving forward. There were still only 2 bids for the roof. He is pushing for a 3<sup>rd</sup>. bid. The lighting project will be worked on Sundays.

Removal of garage:

There are some differences of opinions between salvaging the existing structure or purchasing a new shed for storage.

### **Friends Report:**

Heldercon was very successful and well attended.

Upcoming:

Photo contest

Lasagna dinner

### **New Business:**

Narcan Training I looked into how to go about the training of having Narcan available and it has to be set up through the Dept of Health. Lisa suggested that we look into whether the Town is pursuing the training. Emilie question whether UHLA is involved in the training. Further information has to be pursued.

### **Advocacy:**

Marion asked for any input of ideas for advocacy. There is a upcoming budget workshop on Nov. 7. I enquired about the town newsletter. Marion had some suggestion on what may be shared about the library. Kathy wants to share a power point at the next board meeting.

It was noted at this time that Marion, Emilie and Kathy will not be at the Nov. board meeting. The meeting will still be held, due to the fact that we will still have quorum

Lisa will preside over the meeting.

Missy presented a flow sheet on the patron count for our consideration. She also had a question regarding museum discount passes. The fiends provide some funds for the passes.

### **Library Managers Report\***

Kathy shared that Beanstack will be cancelled. She met with Heidi Johnson to possibly create a video.

She will be attending the Town of Knox meeting on Oct.17.

She will be arranging a meeting with George Amedore .She showed us some information about printers and the different options offered. She will wait for the grant money before purchasing a new printer.

Kathy inquired about replacement hours for holidays, and if the library was to be opened on Christmas Eve., and New Years Eve. The library we felt would be closed.

Kathy presented a power point presentation of the Summer Reading Program. It was well done, thank you Kathy.

Meeting Adjourned at 8:10pm

Next Meeting on November 8, 2018 at 6:30pm

Submitted by Becky Waldenmaier