

Berne Public Library Trustees meeting of January 10, 2019

Present: JoAnne Brady, Missy Worden, Becky Waldenmaier, Emilie Wright, Marion Burghart, Ted Borys, Lisa Raymond, Chuck Batcher

Also present: Kathy Stempel, library manager and Sean Lyons, town liaison

Call to order at 6:30

Motion to accept the slate of officers for 2019 was made by Missy, Lisa was the second. Motion carried.

President- JoAnne Brady

Vice President- Chuck Batcher

Treasurer-Ted Borys

Secretary-Marion Burghart

JoAnne presided over the rest of the meeting as the newly elected President.

Addition to the agenda- Review patron comments

Secretary's report- Minor changes were made, which will be shown on the official record of the minutes.

Motion made by Emilie to accept the secretary's report as amended, Ted was the second. Motion carried.

Treasurer's report- The 2018 end of year figures were presented. The report shows an overage of \$17,882.59, but that is because we have not reimbursed the Town yet for the money received from the construction grant.

There is a question of when the grant ends, it should be for 2016-2019, but an email received from the state has it as 2017-2020.

New budget for 2019 was presented, which includes the money for the Special Legislative grant (the \$5000 from Amedore that we are going to use for the photocopier/printer).

Ted changed the monthly salary figures in the monthly report to better reflect the average monthly salary as it is paid to employees.

Motion to accept the treasurer's report was made by Lisa and Missy was the second. Motion carried.

Payment of bills-

The small Verizon bill is for long-distance calls being done from a number that we don't recognize.

Motion made by Marion to have Ted call Verizon to have that number disassociated from our account, Chuck was the second. Motion carried.

Two late bills were added to the bill schedule, Staples for a calendar planner for \$5.55 and UHLS barcodes for \$33.22.

The check for Judy that she had cashed but was not charged against the account has been voided to make the account balance properly.

Motion by Missy to pay the bills in the amount of \$936.09 with the additions, Becky was the second. Motion carried.

Committee reports-

Personnel- Kathy went to a workshop on employee evaluations and is in process of doing them.

Budget- met to revise the 2019 budget and will do the quarterly audits after meeting.

Policies- still checking on policies. The Berne Town handbook probably will not be ready for June. Kathy is looking at doing a supplemental Library employee handbook.

Strategic Plan- 3 year plan needs to be revised. JoAnne, Missy, Becky and Kathy will serve on the committee. Also want a community member to be on the committee- perhaps Donna Gwin as the President of the Friends or a young parent? Kathy will put up a sign at the circulation desk.

Aesthetics- on hold

Policy and Guidelines- the records retention policy that came from the Town was a NYSED document, possibly from 2014?

Old Business-

Storage shed- Judd looked at the building, and it needs a significant amount of work-new rafters, roofing, beam, electrical, etc. He recommended demolition (which would need lead protection procedures).

Missy enquired about the cost of a new shed and got a quote of approx. \$4875 for a 12x20 shed (any wider makes moving difficult), which could be put on stone gravel or slab.

The building would need to be inspected for razing.

Could an overhang be added to a new shed for outside activity area? Perhaps the school could build that?

What can be done with the front of the library to use the wasted space there?

Building issues-

Drywall crack repair is now on town maintenance list.

Water supply-town is negotiating with the school to get water for the library from them and separate from the house. Jason Prisner from Lamont Engineering is working on it.

Missing chairs-Kathy will have Sandra put in the library article in the Enterprise that they are missing, in case someone knows where they are.

Construction grant- lights are finished being installed. Garland is going to do the roof in the spring with the epoxy coating but limited snow guards, so snow slides will still need to be addressed. Town will get reimbursed when entire project is complete.

Friends report- Photography contest reception on March 2nd at 10:00.

Book sale March 30 and 31, drop-offs on 23rd.

Bowls for Books tentative date of April 13th.

Narcan kits- Sheriff's training at the Maple Inn on Jan. 28th, participants will receive a kit. This is training for individuals, not municipal or official, so is voluntary for employees.

New Business-

New hours- magnets have been ordered.

Committees- reappointment of standing committee members.

Personnel- Becky, Missy and Chuck

Budget- Ted, Marion, Emilie and Kathy(advisory)

Policy- Lisa and JoAnne

Contract with Town of Berne- needs to be updated for 2019, Sean will arrange.

Updated contact information- JoAnne has new address, PO Box 115, Voorheesville.

LTA needs to be sent new officers list with renewal.

Patron comments-

Computers being slow- could be connection speed or the computers themselves. Ask Rawdon to do a site visit.

Printer- quote for leasing with a slower printing speed than originally proposed. Discussion of options.

Motion by Marion to lease a printer for \$80.20/month including supplies and maintenance, Emilie was the second. Motion carried. If this is not the correct price, Kathy will let us know and will reconsider.

Manager's report-

Library usage was down for the month, partly due to holiday closures.

Upcoming programs-Feb. 12th, French cuisine night; Feb 19th, Jr Chef challenge.

Teen night- Fortnite activity has gone viral on Facebook.

Civil Air Patrol-robotics kit application was approved.

Knox Town Board meeting-presented report.

UHLS mycard program- if it goes system-wide may have to alter local rules to comply.

Motion to adjourn was made by Emile, Chuck was the second. Motion carried.

Meeting adjourned at 8:15.

Respectfully submitted,

Marion Burghart
Secretary

