

Berne Public Library Trustees meeting of April 11, 2019

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

Absent: Emilie Wright,

Also present: Kathy Stempel, library manager

Call to order at 6:32

Additions to the agenda- none

Secretary's report- March 14, 2019 minutes.

Motion made by Lisa to accept the secretary's report, Ted was the second. Becky abstained. Motion carried.

Treasurer's report-

Photocopier payments are now listed as an expense in the budget under 2018 Special Legislative Grant. Three payments have been made so far, and the \$75 set-up fee. The charges have been \$101/month because they are including tax, but that should be getting refunded. Salary line is under by \$255.56 currently.

Motion to accept the treasurer's report was made by Becky and Marion was the second. Motion carried.

Payment of bills- (see attached schedule)

Spectrum bill-because we had gotten behind \$20 due to the increase in amount, the bill was counted as not paid in full so we were in arrears due to the regular payment being late and service was cut twice. The "late" payment had to be put on the credit card to get service restored.

Motion to give the treasurer permission to pay the telecommunications bill up to \$200 when the bill is received was made by JoAnne and Lisa was the second. Motion carried.

Kathy is being reimbursed for 3 DVD's for \$47.95.

Color copies overage payment gets sent to a different address than the regular payment, so this month there was a separate bill for \$3.26

Motion by Missy to pay the bills, Becky was the second. Motion carried.

Committee reports-

Personnel-(Becky, Missy and Chuck) Reviewed director evaluations with Kathy. Kathy sees communication as her area in need of improvement and something she will be working on. She will be presenting to the Director of Communications for NYS about the need for 2020 Census funding for libraries, which will be a 3 minute testimonial. There was a discussion about balancing the role of the director with her duties of Youth Services and Adult programming.

Finance- (Ted, Marion, Emilie and Kathy(advisory) No meeting. The next quarterly audit will be held in May.

Policies- (Lisa and JoAnne) Disabilities policy still needs to be removed from the website and six other policies need to be added. Policies are uploaded to the website by UHLS, and they prefer them in Word format. Minutes for a couple of months also need to be added.

Strategic Plan- (JoAnne, Missy, Becky and Kathy) survey will be included in the newsletter which will go out in mid-August, and they will be meeting to discuss the date for that.

Aesthetics- no meeting

Old Business-

Storage shed- Demolition permit paperwork for removing the garage has been filed, according to the supervisor.

Roofing- still no update, but was expected to be done by the end of April. Money has to be spent by June 30th. Library board members will attend the next Town Board meeting to encourage movement of the roofing project.

Drywall crack repair- in progress, doing 3rd coat.

Parking lot- sweeping will be done after rain, and then Kathy will contact Dennis Houlihan to do the restriping. There was a discussion of ways to show appreciation if he does not charge a fee.

Marketing budget- Kathy will come up with a wishlist, not only including postage but maybe other promotion options, such as a tablecloth for displays. Then the board can make a motion to include an amount for marketing in the budget.

WiFi will be available in town, will we be able to get it for free from the town offices? Questions about what "available" meant for the library.

Friends of the Library report- Book Sale made around \$1100. Bowls for Books will be this weekend. Since there are still concerns about the water quality at the library, bowls are being washed off-site. Friends are sponsoring a Hilltown Players production on May 10th.

New Business-

Memorial Day parade- no theme was listed in the registration info. Becky and JoAnne will organize, possibly looking for a smaller trailer. They will ask Ann Hein what the theme is.

Directors and Presidents training class- done by UHLS and they received lots of info including about a board self-evaluation, which could be done as part of the strategic plan.

Summer meal program- Tim Doherty at the Youth Council said that to do a full meal program there would be lots of safety regulations, but we were thinking more of providing supplies to make meals.

Manager's report- see attached

Career day at BKW HS-Kathy promoted working in libraries.

BKW after-school program visits 3-4 times per month

Kathy read to a Kindergarten class for PARP-Parents as Reading Partners

Staff training- on-line courses have been offered to staff for Sexual Harassment training and Right-to-Know. There is also a customer service workshop on April 25th.
Internet speeds- testing two options for replacement computers.

UHLS Award nominations- nominating Ann Hein for volunteer of the year and Becky will write up HelderCon for Program of the year. Kathy is working on the narrative for the program.

Passport Acceptance program workshop- Kathy is attending and will get information to see if this is a service that the library would like to offer.

E-content- Kathy presented quarterly statistics provided by UHLS as to patron use of e-content. Walk to the Moon program is ongoing, and an exercise program was given by Sidney Mosbey.

Program ideas-

Chuck Batcher will present a program on Photographic composition- in the Fall before photography contest.

Chuck is also interested in doing programs on origami boxes and eventually one on the history of bookmaking and maybe one on magic.

JoAnne is interested in presenting on Archival scrapbooking, preserving family memories.

Upcoming programs-

Sheep Farming by Emily Vincent

Healthy entertaining foods by Tim Lippert

Updates are needed on Active shooter training and the status of the Fire capacity signs. JoAnne will check with Sean.

Motion to adjourn was made by Missy, Becky was the second. Motion carried.

Meeting adjourned at 8:45

Respectfully submitted,

Marion Burghart
Secretary