

Berne Public Library Trustees meeting of March 14, 2019

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

Absent: Becky Waldenmaier

Also present: Kathy Stempel, library manager; Sean Lyons, Town Supervisor

Call to order at 6:31

Additions to the agenda- none

Secretary's report- February 14, 2019 minutes.

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

Treasurer's report-

Received Town of Berne annual payment of \$8,250.

Monthly payments for photocopier/printer have started. This item needs to be added as an expense in the budget so it doesn't come out of income.

Accounting- the comptroller's report was accepted by the state, and there is a bill for the auditor for \$350.

Salary line is under by \$526.40, which is an increase of underutilization from last month's amount.

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

Payment of bills- (see attached schedule)

Spectrum bill is up by \$20/month due to promotion rate ending, but since it hadn't been paid last month, it is \$40 more this month. According to Sean, Broadband will be added to a local tower and available soon, possibly by summer.

Magazine renewals- a book review magazine that wasn't popular hasn't been renewed, so the bill is smaller than last year.

Credit card bills were for Jr. Chef program food, supplies and postage.

There was a one-time fee for setting up the copier.

Kathy is being reimbursed for travel to director and youth meetings, as well as prizes for programs.

Midwest Tape bill is for one DVD, which is cheaper than buying from Amazon.

Verizon- still had .65 from last month but there are no additional charges.

Motion by Marion to pay the bills, Emilie was the second. Motion carried.

Committee reports-

Personnel-(Becky, Missy and Chuck) Director evaluations have been collected and tallied.

Motion by Marion to go into executive session to discuss matters pertaining to specific individuals. Emilie was the second. Motion carried.

JoAnne declared the meeting to be in recess at 6:50.

The Executive Session came to order with JoAnne Brady, Missy Worden, Emilie Wright, Marion Burghart, Ted Borys, Lisa Raymond, Chuck Batcher and Sean Lyons in attendance.

Motion was made to end the Executive Session at 7:00. Motion carried.

Finance- (Ted, Marion, Emilie and Kathy(advisory) No meeting. The next quarterly audit will be held in May because Emilie will not be present at the April meeting..

Policies- (Lisa and JoAnne) On the policy list that was distributed, there was an extra Friends and Foundations policy that is a duplicate of other policies. JoAnne will send an updated list.

Strategic Plan- (JoAnne, Missy, Becky and Kathy) Had first meeting and discussed creating an annual newsletter to Knox and Berne which would include survey. A budget line would need to be added for marketing. There could be an open house at the library to encourage people to turn in surveys.

Aesthetics- There are 30 total chairs in the building, not just black chairs from community room, so none were missing.

Policy and Guideline committee listed on agenda is part of the Policy committee listed above.

Old Business-

Storage shed- Town will demolish the old building in the spring. We need to get estimates for 12x20 pad, or can Town just do a gravel base?

Building issues- Jeff and Dennis should be doing a couple of hours maintenance and cleaning on the library property each week.

Drywall crack repair- no update.

Water supply-school and town will be addressing in April/May.

Missing chairs-not missing, library could use extra white folding chairs from the community center when needed.

Parking lot- needs to be swept so new lines can be painted by Houlihan.

Construction grant- Lamont received a 3rd bid and will be able to perform the job as originally specced.

Town will reimburse payroll for mandatory training for employees.

State audit report was accepted by NYS Comptroller's office.

Town of Berne Contract- Contract was received from the town.

Motion was made by Lisa to accept and sign the contract, and Missy was the second. Motion carried.

Friends of the Library report- Photography contest reception was on March 2nd. Book Sale is upcoming; drop-off on March 23, organizing on March 29th, sale on 30th and 31st. Bowls for Books will be held April 13th, with library programs for glazing and decorating. Music in the Park will be six weeks this summer.

New Business-

UHLS has been sent updated contact info.

BKW yearbook has been ordered.

2020 Census- filling out on-line forms needs a secure connection, so libraries need help to be able to provide this service.

Advocacy efforts are underway to restore library aid funding to the state budget.

Summer meal program- JoAnne is still researching community options.

Manager's report- see attached

Computer speed issue- souped-up motherboard option won't work, so Rawdon recommends going away from the thin client system and back to desktops. Six computers would need to be replaced, perhaps two at a time? Missy will research what is available and Kathy will speak with Rawdon to find out what would be best.

BKW website- Lisa and Kathy met with the school and our link was supposed to have been added, but does not appear to have been.

Annual Library Report was presented to Knox, Berne and the school boards.

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

Meeting adjourned at 8:10

Respectfully submitted,

Marion Burghart
Secretary