

Berne Public Library Trustees meeting of February 14, 2019

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

Also present: Kathy Stempel, library manager

Call to order at 6:37

Revised contact list and calendar were distributed

Additions to the agenda- none

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

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

Treasurer's report- Salary line is about \$500 under budget for now, but worker hours for snow days may be rescheduled. \$5000 legislative grant was received and since the photocopier/printer was purchased, there will start being monthly bills for it.

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

Payment of bills- (see attached schedule)

UHLS bill includes ebooks reorder (ERO) as well as UHLAN dues.

Internet speed issues- data speed is fine but the thin clients are not sufficient for what we need to be able to have reasonable speed at the desktop stations. Rawdon from UHLS is looking at making "souped-up" motherboards for around \$50/station to increase speeds. We are on a list behind a couple of other libraries to have Rawdon prepare these motherboards.

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

Committee reports-

Personnel-(Becky, Missy and Chuck) Director evaluations have been distributed, and should be sent to Becky by 2/28.

Finance- (Ted, Marion, Emilie and Kathy(advisory)) Quarterly audit was performed.

Comptroller's report- no information has been received from the state, so we will request an extension.

Policies- (Lisa and JoAnne) Updating policy book and website. Old policies have been removed, but still need to add some to webpage. Bulletin Board; Customer Service; and Recycling policies were all done in 2018 but there are no dates listed as to when they were approved.

Strategic Plan- (JoAnne, Missy, Becky and Kathy) Looking for a community member. Donna Gwin has declined but Margery Capuano or Valerie Chevette are possibilities. Looking at a commitment of approximately three meetings.

Aesthetics- no meeting

Old Business-

Storage shed- Chance has resigned as building inspector, which puts getting the shed inspected, etc. on hold until a new inspector is hired.

Building issues-

Drywall crack repair- no update

Water supply-no update

Missing chairs-still missing, Lisa will investigate options for ordering more.

Construction grant- JoAnne will contact Town Supervisor to check on status of roofing contract.

Town of Berne contract- have not received contract yet, JoAnne will check with Sean.

Friends of the Library report- no meeting but the photography contest reception is on March 2nd at 10:00. Looking at having 6 weeks of Music in the Park this summer.

New Business-

Berne-Knox-Westerlo yearbook should be ordered, Library link could be added to school website. Kathy and Lisa will meet with a school representative on Tuesday to discuss.

NYLA programs-

Love Your Library fund- posters and bookmarks can be printed off to distribute to patrons

2020 Census- libraries are providing access and support

Summer Meal program- can the library help out the community by combining meals with literacy programs? What is already being done by the school?

Annual report- Kathy presented the UHLS annual report that needs to be submitted every February.

Motion to approve the UHLS annual library report with minor questions still to be clarified was made by Emilie and Lisa was the second. Motion carried.

Manager's report-

Job evaluations- Kathy performed evaluations for Carrie and Amy, she will work with Marion to evaluate Sandra. She has created written job descriptions for the clerk positions. Looking to encourage clerks to conduct library programs, especially during Summer Reading.

Art Grant was denied due to not meeting all the requirements or asking for minimum amount. Will take feedback to apply next time.

Civil Air Patrol- provided a robot, which will be added to STEM activities.

Summer Reading 2019- A Universe of Stories- space themed program.

February break program- Rattlesnake Red from Barrel of Fun.

Fortnite event had 16 boys attend!

Library Advocacy day is Feb. 27th.

NYLA is offering joint training for library presidents and directors, which JoAnne and Kathy are attending.

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

Meeting adjourned at 8:31

Respectfully submitted,

Marion Burghart

Secretary