

The Mission of the Berne Public Library is to meet the needs of the community for life-long learning and entertainment.

Berne Public Library - Trustees' Agenda for September 12, 2019

Call to order August Meeting : \_\_\_\_\_

- Adoption of Agenda (any additions should be requested at this time)
- **Executive Session – Tim Burke to join us**
- Secretary's Report for August 11th
- Treasurer's Report for September 12th

Payment of bills:

Committee Reports:

- Standing Committee Reports:
  - Personnel Committee (Becky, Missy & Chuck)
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy)-vote on budget & send to Town Board by **9/20**
  - Attend next Town Board meeting for budget-October?
  - Policy Committee (Lisa & JoAnne)
    - Travel and Conference Policy (JoAnne & Becky)
    - Computer Use Policy for Patrons (Marion & Emilie) may be rolled into existing Internet Policy
- Strategic Plan 2019 – 2021 Committee Report (Missy, Becky, JoAnne, Kathy & Marge)
  - 2019 – 2021 Strategic Plan was emailed out on 9/2/19 first reading for Sept. 12<sup>th</sup> meeting
  - 2019 survey – the committee will evaluate the 2019 library surveys
  - Aesthetics Committee (Lisa, JoAnne & Kathy) Update on counter/table for printer and cash register and paper storage.
  - Research and purchase new tall chair for circulation desk

Old Business :

- Building and Maintenance involving Town – email from Sean 8/18/19
  - Storage Shed slated to be knocked down, Per Sean the asbestos report was expected August 24<sup>th</sup>. Then quotes for demo will be needed.
  - Water Supply, will forward an update regarding the water in a separate email (email not received yet)
  - 2018 Construction Grant – lights done, roof done, will bill together when done. Per Sean: Titan roofing was out and have completed the scope of work for the roof grant. Jason and I will do a final inspection for completion.”
  - We should be getting free wifi in town – need update
  - Town will “sweep” parking lot, lot needs to be sealed, Sean to check with highway dept on this. When done new lines can be painted. JB talked to Randy and the Highway Dept is not able to do this so I added this to the email to Sean. 8/18 per Sean if the Highway Dept cannot accommodate the sealing and lines then quotes will be needed for the work. Sean will talk with Randy to confirm then start the bidding process
- Friends Report

New Business –:

- June, July and August minutes need to be posted on the BPL website!
- JoAnne and Kathy need to collaborate and write a letter to the Knox Town Board requesting monetary support for 2020. Needs to be sent out certified mail in October.

- The following Trustees terms are ending 12/31/19: Charles Batchner and Melisa Worden. Just a reminder that any trustee who decides to resign at the end of this year must give their notice **by** the November meeting.

Library Manager Report – Kathy

Adjournment - \_\_\_\_\_

Next Meeting October 10, 2019 6:30