

Berne Public Library Trustees meeting of June 13, 2019

Present: Missy Worden, Marion Burghart, Ted Borys, Lisa Raymond, Becky Waldenmaier, Emilie Wright,

Absent: JoAnne Brady, Chuck Batcher

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

Call to order at 6:32

Additions to the agenda- Cyber Safety Presentation

Secretary's report- May 9, 2019 minutes.

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

Treasurer's report-

Salary line is \$10.42 under budget.

No unusual items to report. Expense for Moonwalk Healthy Eating program should be in Adult program's line, not Children's. It has not been reimbursed yet by Moonwalk grant.

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

Payment of bills- (see attached schedule)

UHLS bill includes 2 solid state drives for computers.

Baker and Taylor is for two months worth of books, due to billing cycle.

Credit Card- includes software ordered from Tech Soup to go on new drives. The computers seem a bit faster but Kathy still wants to talk to Spectrum about internet speed.

Postal Box is up to \$150 for the year.

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

Committee reports-

Personnel-(Becky, Missy and Chuck) Committee hasn't met but Amy P has given her two week notice effective July 5th. She has been working 5-6 hours/week and Carrie is going to pick up those hours. Amy will still substitute when needed. Civil Service needs to be informed about the change in their positions.

Vacation schedules have not been set yet, but could cause issues with coverage.

Finance- (Ted, Marion, Emilie and Kathy(advisory) Quarterly audit was completed in May.

Policies- (Lisa and JoAnne) Disabilities policy was removed from website and others should have been added.

Strategic Plan- (JoAnne, Missy, Becky and Kathy) Survey has been created but not finalized..

Aesthetics- no meeting

Old Business-

Storage shed- Is being checked for asbestos, as long as it is clean it can be torn down with a demolition permit. Town needs to approve at the next meeting, which will be Monday.

Water supply- There is a meeting June 21st about the school construction project and Jason Preisner will attend as the Town Engineer and Building Inspector and will coordinate the water for the library as part of the project.

2018 Construction grant- Roofing is scheduled with Titan Roofing, just need for the weather to cooperate! There is a 2 year warranty on the sealing. A metal roof could be put over existing roof, Titan has offered to do a quote but there would need to be other bids.

Marketing- Kathy prepared a wish list of marketing ideas. Bulk mailing price would be \$525 for postage to Berne and Knox, but this is a non-profit price. If not approved as a non-profit, there would be an additional fee. Advertising price is what was quoted to place an ad in the Times Union, since the Enterprise did not have the information readily available about their fees.

Promotions could include a cell phone pocket, which could be given as a reward for filling out a survey, although would need to figure out how. Perhaps a return receipt form for people who fill out on-line which they could redeem?

Motion to move \$1500 into a marketing budget line was made by Marion and Emilie was the second. Motion carried.

Survey/Newsletter scheduled to be distributed mid-August. Surveys could be due by Sept 21st, which is the date of HelderCon.

2020 Census-no new information

WiFi- MidTel has presented to the town planning board. Public building will have free fiber-optic internet.

Parking lot- has been swept and paving is being done by the Town starting in July so it can get sealed then.

Memorial Day parade-Library won first place in the walkers category.

Friends of the Library report- Hilltown Players Dessert Theater; author visit to school of Candace Christiansen; seeking town approval to purchase a bike repair station; has purchased an Empire Pass, which provides free access to State Parks; starting a seed library, and planning a cyber security presentation in the Fall.

New Business-

Minutes- website has minutes of all meetings up to May posted.

Cabinet for printer-JoAnne is researching possibilities for replacement; it needs to have wheels and storage, but not be as high.

Manager's report- see attached

Civil Air Patrol- telescopes will be arriving soon that they are providing because we sent a workbook. Kathy had to do an evaluation of the robots that we had received previously.

Patron issue-smell is disturbing tutoring sessions. Patron has been informed of our policy and given suggestions.

Upcoming events-

Books and Brewing- book club at brewery where participants can talk about their favorite book while imbibing on July 26th.

Early literacy- project involving baby posters.

June 24th and 25th- Summer reading sign-ups with free picture books for kids.

HelderCon- bounce house needs insurance information from the vendor and to have the town listed as an additional insured.

UHLS Dinner- received certificate of excellence for Early Literacy grant. Our nominations for Program of the Year and Volunteer were announced.

Motion to adjourn was made by Marion, Lisa was the second. Motion carried.

Meeting adjourned at 8:13

Respectfully submitted,

Marion Burghart
Secretary