

Berne Public Library Trustees meeting of October 10, 2019

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

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

Call to order at 6:35

Secretary's report-September 12, 2019 minutes.

Motion made by Emilie to accept the secretary's report with minor changes, Lisa was the second. Motion carried.

Treasurer's report-

The salary line is increasing the amount that it is under the budget allotted.

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

Payment of bills- (see attached schedule)

Regular copier payment of \$93.70, but overage of \$111.19 for Heldercon flyers.

Baker and Taylor bill includes books that will be reimbursed by Friends for Summer Reading.

UHLS bill has \$998.95 for 4 solid state disks for computers, as well as 3rd quarter e-content payment and 4th quarter UHLAN payment.

Kathy reimbursement for SRP, outreach and mileage.

Last month's credit card included DVDs, paint, and software.

Kathy will be having a phone conference with Amazon to discuss applying her Amazon Prime account to the library to be able to have free shipping.

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

Committee reports-

Personnel-(Becky, Missy and Chuck) no meeting.

Finance- (Ted, Marion, Emilie and Kathy(advisory) Need to do a quarterly audit.

Policies- (Lisa and JoAnne) still working on current policies. There is no news on any communication policy from the town.

Strategic Plan- (JoAnne, Missy, Becky and Kathy) Second reading.

Motion by Emilie with Becky as the second to approve the Strategic Plan. Motion carried.

2019 Survey results show that patrons are more aware of services and seem to be using them.

Aesthetics- paper storage unit has been received, other items need to be ordered.

Old Business-

Storage shed-Because the Town is currently short-staffed, they have voted to advertise for quotes for demolition of the shed.

Parking lot- the town will also advertise for bids to do the sealing of the pavement.

Water supply- part of school construction project, so waiting for them.

2018 Construction grant- Clarification that the LED lights were bought on state contract, which is why there weren't three quotes. All records are being sent to complete the grant process, now that the projects are finished.

Hygiene letter- has been revised. Sean will ask Town Board attorney to look over.

New Business-

Knox budget letter. Kathy is going to change some stats and letter will be ready to present.

Unfortunately Missy will be resigning at the end of 2019. Chuck will be continuing. We will need to decide if we want to stay at 7 board members or look for another board member. A decision will be made at the November meeting.

FOBL meeting: Lasagna dinner set for November 2nd. We need cake bakers, lasagna makers, and volunteers. There are sign-up sheets on the front desk. Heldercon was a great success, numbers were up. Candace Christiansen will be presenting her Mitten Tree book on November 9th at 1:00. FOBL will host a pot luck lunch at noon. They will put up a tree to put hats and mittens on that will be donated.

We need to discuss further buying a new laptop for the library as the old one is very difficult to use.

Sean suggested we look into the NYS Contract to purchase desk, shelves, recycle bins, etc.

Library Manager Report:

Kathy is asking for help writing a grant for the Decentralization Grant, Art Center Capital Region.

Summer reading for next year will be fairies and fantasy. Wants to have artists come in for elementary age as numbers are down.

Story time is now being run by Carrie Needham but Kathy will take it back when she can.

Escape Room event tomorrow night. Boo bash at Switzkill on the 19th. Pokeman trading game at library on the 19th. Halloween night will be lights out in the library, flashlights handed out with lit up stations throughout the library. Children will receive bookmarks instead of candy.

Bike fix-it station installed. Need to get signs.

Sign up for lasagna dinner.

Summer Reading video challenge: 56 nationwide entries, 8 in NYS and one from Berne Public Library.

Chuck is doing a photography class on November 21st at 6:30pm in Community Room.

Manager's report-

Library carpets have been cleaned for \$350.

Kitchen door lock had to be replaced.

Computers have been upgraded, they are now faster and have new monitors. Since Windows 7 is no longer being supported, they need to be checked to make sure they have been updated to a newer version.

Great Give Back- an UHLS program where individual libraries have their own community service projects. Berne is considering doing a drug collection day, but would need to work with the Sheriff's department to coordinate.

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

Meeting adjourned at 9:14.

Respectfully submitted,

Marion Burghart and Lisa Raymond
Secretary