Berne Public Library Trustees meeting of September 12, 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. Tim Burke from UHLS.
Call to order at 6:36

Motion made by Becky to go into Executive Session for a discussion of a specific individual and patron policy. Lisa was the second. Motion carried.

President Brady declared the meeting to be in recess at 6:40 p.m.

CONVENE EXECUTIVE SESSION

The Executive Session came to order at 6:40 p.m. with Ms.Worden, Ms. Burghart, Mr. Borys, Ms. Raymond, Ms. Waldenmeier, Ms. Wright, Ms. Brady, Mr. Batcher, Ms. Stempel and Mr. Burke in attendance.

END EXECUTIVE SESSION

Motion was made by Missy, seconded by Marion to end the Executive Session at 7:05 p.m.

RECONVENE REGULAR MEETING

Motion was made by Missy, seconded by Marion to return to the Regular Meeting. Motion Carried

President Brady declared the Regular Meeting to be reconvened at 7:06 p.m

Secretary's report-August 8, 2019 minutes.
Motion made by Missy to accept the secretary's report, Emilie was the second. Motion carried with Lisa abstaining.

Treasurer's report-
Salary line is back under budget.
Last month's credit card included BJ's membership renewal and items for summer reading.
$423.40 was spent in advertising for tablecloth and cell phone pockets.

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

Payment of bills- (see attached schedule)
Kathy reimbursement for advertising, travel and Summer Reading Program. This was because the credit card had reached its maximum.

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

Motion by Missy to raise the limit on the credit card to $1000. Emilie was the second. Motion carried.

Committee reports-
Personnel-(Becky, Missy and Chuck) no meeting. A volunteer, Christine Freer, is manning the desk during story hour. If she does well, she may become a sub.

Finance- (Ted, Marion, Emilie and Kathy(advisory) A proposed budget was presented.
Motion to accept the budget with the addition of $740 income in the coffee budget line to make the budget balance and not be a deficit budget was made by Emilie and Marion was the second. Motion carried. The town budget review meeting will be October 16th.

Policies- (Lisa and JoAnne) Travel and conference policy is still in process. A computer policy is already reflected in the Internet Policy, but that policy will be adapted to the format of the new template for policies. Do we need a cleaning policy for items that are returned dirty? Kathy will come up with a list of fines for when an item is returned in a condition where it needs to be cleaned before being lent out again.

Strategic Plan- (JoAnne, Missy, Becky and Kathy) First reading and editing of the strategic plan. 2019- preliminary results of the 35 responses were shared.

Aesthetics- paper storage unit has been purchased, cabinets are in process.

Old Business-
Storage shed-A new storage shed could be put in another spot closer to the library without having to wait for demolition of old building. Need to look into what type of foundation, gravel base vs. solid slab for the 12x20 building. Lisa and Missy will investigate. The report showed no asbestos in the old building. The Friends have $10,000 put aside in their budget for the purchase of a new shed.

Water supply- no update

2018 Construction grant- Roof has been pressure washed and cleaned, seams were resealed, which was not in the original scope which was underestimated. The Town has the bill and will be reimbursed.

WiFi- Projected date of November for wifi being operational. Three different companies will be providing internet to municipal buildings.

Parking lot- Town is getting quotes for sealing.

Friends of the Library report- Music in the Park was very successful. Upcoming events include Lasagna supper on Nov. 2 and Mitten tree programs with Candace Christiansen to encourage helping the community.

New Business-
Letter to Knox- JoAnne and Kathy will write a letter requesting the budget amount.
Lighting- Outside light turns off at 9:00, which can be after programs or meetings let out. Light needs to be adjusted for time.
Trustee terms- Chuck and Missy are up at the end of the year. They need to let the board know by November if they are not planning on renewing for another term.

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
Secretary