

Berne Public Library Trustees meeting of November 7, 2019

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

Absent: Emilie Wright. No library director or town supervisor.

Call to order at 6:35

Secretary's report-October 10, 2019.

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

Treasurer's report-

Salary line is still under the budget allotted. Question as to whether check from UHLS for \$21.25 listed as e-commerce is the e-rate reimbursement?

Lost book payment for a book from Albany Public Library needs to get sent to APL.

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

Payment of bills- (see attached schedule)

Kathy reimbursement for Halloween candy for outreach, supplies and mileage.

Last month's credit card included printer stand.

Staples bill was for recycling bins.

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

Committee reports-

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

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

Policies- (Lisa and JoAnne) New template for format was applied to Computer and Internet Policy, will use categories but not number the policies. Need to come up with categories.

Travel policy- Should payment for hours worked be included in conference reimbursement? Need to know what civil service says, since library staff are civil service employees. Any meal reimbursement should match town policy.

Aesthetics- printer table and paper storage have been set up. Researching prices for a new chair.

Old Business-

Storage shed-no update

Parking lot- no update.

Water supply- no update.

2018 Construction grant- have not received final bill from town to be able to close out the grant.

Hygiene letter- was reviewed by both Tim Burke and town attorney. Decided to accept the attorney's suggestions for revisions but to continue with the process despite Tim's concerns. However, we will wait until after the holiday season.

Motion to accept the revisions as suggested by the attorney and send out after January 1st was made by Lisa and Chuck was the second. Motion carried.

Letter will be handed to patron as well as sent return/receipt.

New Business-

Friends report: Lasagna dinner was a great success, raising over \$1600. Candace Christiansen presented her Mitten Tree book on November 9th and there was a pot-luck lunch. There is a tree for hat and mitten donations. Photography contest is coming up in January.

Manager's Report-written report presented, although Kathy did video in briefly from the NYLA conference that she was attending.

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

Meeting adjourned at 7:43.

Respectfully submitted,

Marion Burghart
Secretary