

Berne Public Library Trustees meeting of December 12, 2019

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

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

Call to order at 6:32

Secretary's report-November 14, 2019.

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

Treasurer's report-

Budget looks like it is in arrears because the Town has been reimbursed for the building project but that money had been deposited the previous year.

Salary line is still under the budget allotted by \$461.

There was a late deposit of \$142.20 which is uncategorized but will be changed.

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

Payment of bills- (see attached schedule)

Kathy reimbursement of \$618.96 for the NYLA conference and a game. There was a discussion about the travel policy and that hours spent at the conference should be paid, but a question over whether travel time should also be paid?

Sandra and Carrie also had reimbursements for the NYLA conference.

Last month's credit card included Summer Reading Program supplies for next year and DVD's. UHLS bill was for ebooks and audiobooks.

Building project-Town of Berne was reimbursed for money they had laid out for the LED lights and the roof. The library will receive the final \$1764 from the grant now that the project has been closed. The net difference between the costs of the construction and the amount of the grant were \$498.11 for out-of-pocket costs.

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

Committee reports-

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

Finance- (Ted, Marion, Emilie and Kathy(advisory) Quarterly audit will be done that night.

Policies- (Lisa and JoAnne) Need to come up with categories.

Travel policy- Still getting questions answered.

Computer and Internet Policy- 2nd reading with dates changed.

Motion to accept the revised Computer and Internet Policy was made by Missy and Becky was the second. Motion carried.

Snow policy question- not actually a policy, just a decision made at a meeting. Staff can make up time missed if decision is made to not open the library. However, if there is a declared

Snow Emergency, then any staff already reported to work would get paid for hours they would have worked had they not been sent home, which is Town policy.

Aesthetics- Still working on a new chair.

Old Business-

Storage shed-Town only received one bid which was for \$10,000. Another option might be to put the building up for salvage? Having volunteers do demolition would be a liability issue.

Parking lot- delayed by weather.

Water supply- will be a shared service with the senior house project.

New Business-

Laptop- discussion of need to replace staff laptop.

Motion made by Marion to spend up to \$1000 to purchase a laptop, Ted was the second.

Motion carried.

Thank you- appreciation to Missy Worden for her service.

Elections- Proposed slate of officers for 2020

President-JoAnne Brady

Vice President-Chuck Batcher

Treasurer-Ted Borys

Secretary- Marion Burghart

Renewals- LTA and Bj memberships are due, the SAMS registration for grants needs to be renewed.

Friends report: no report.

By-laws- First reading of revised by-laws, Article 3.1 Change "Board of Trustees composed of 8 members" to "Board of Trustees composed of 7 members."

Manager's Report-

NYLA conference-all staff went to NYLA and wrote up reports of their experiences.

Sandra is creating welcome packets for new patrons.

Fine-Free discussion- talked about whether or not the BPL should eliminate fines for overdue materials, but decided to add another amnesty month in August in addition to the one that already happens in February.

Merit raise- discussion of providing a merit raise for the senior clerk to reflect experience but it needs more research.

Grant for Seniors-Get Cozy at Your Library- health topics, making a bookzine.

Notary-Kathy is taking the test to become a Notary Public on Tuesday. UHLS is reimbursing the cost of the test.

Retirement luncheon- Lisa will organize a luncheon to honor Missy.

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

Meeting adjourned at 8:02.

Respectfully submitted,

Marion Burghart
Secretary