

Berne Public Library Trustees meeting of March 12, 2020

Present: JoAnne Brady, Chuck Batchner, Ted Borys, Lisa Raymond, Becky Waldenmaier. Emilie Wright arrived at 6:54 p.m.

Absent: Marion Burghart

Also Present: Kathy Stempel, library director.

Call to order at 6:35 p.m.

Agenda addition-Payment of bills if we are unable to meet

Secretary's report-February 13, 2020

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

Treasurer's report-written report attached

Two checks have not been cashed. Ted to issue a new check to Sandra for \$70. If the original check is found, Sandra is to return it to Ted. Library Trustees Association check was returned. Ted to mail again. Payroll is over budget by \$126.46.

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

Payment of bills- (see attached schedule)

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

Committee reports-

Motion made by Ted to go into executive session to discuss Library Director's evaluation at 7:00 p.m. Emilie was second. Motion carried. Motion made by Lisa to go out of executive session at 7:15 p.m. Becky was second. Motion carried.

Finance and Budget to meet in April for 1st quarter review of the books.

Policy Committee Lisa to have a first reading of the updated Credit Card Policy. JoAnne to work on getting an active shooter meeting set up with the Albany County Sherriff's Department. JoAnne and Emilie to meet on Inventory Policy.

Old Business-

Building and maintenance-Old shed demolition will include the removal of cement flooring and repair of the fencing. Shed will be allowed to have a new footprint which has been marked off by the building inspector and code enforcer on the lawn for a 20x20ft crushed stone base.

Kathy has gotten some quotes and will be working on a 20x20ft vinyl shed with double door in front, two windows and a side door. She will get quotes with and without a loft and ladder. We need to get an electrician to wire the shed.

Kathy is to get a quote for shed and email the trustees. We need to respond to this within the week as we need to get the order in so completion will be on time.

Patron Issue: The patron has been asked to not come back until he has met our rules and regulations.

New Business-

Kathy handed out updated Trustee and Town contacts for 2020.

Discussion on the Coronavirus and how it will affect the Library. It has been decided to cancel all programs and activities to follow UHLS suggestion. If we need to close the Library, staff may work on inventory, etc.

In case the Board of Trustee's is unable to meet Lisa made a motion to have Ted email trustees a report for the payment of bills which we need to respond to within 24 hours. Also noting that JoAnne and Ted both need to sign checks. Becky second the motion. Motion carried.

Expecting a letter from Kiwanis regarding Memorial Day Parade. Friends reported all programs coming up, although at this point all programming is being cancelled.

Manager's Report- Please look at annual report. Coronavirus recommendations are in place and updating as more information is received. Kathy is working on changing our charter to Berne Public Library as it was listed as Berne Free Library.

Motion to adjourn was made by Ted at 8:15.

Emilie was the second. Motion carried.

Next Meeting: April 9, 2020

Submitted by: Lisa Raymond