

Berne Public Library Trustees meeting of May 14, 2020 held virtually
<https://global.gotomeeting.com/join/926578925>

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

Also present: Kathy Stempel, library director.

Call to order at 6:34

Secretary's report-March 12, 2020.

Motion made by Becky to accept the secretary's report, Emilie was the second. Motion carried, with Marion abstaining.

Treasurer's report-written report attached

While there was a \$50 memorial donation, that income line has actually gone down because during the previous month all receipts had not been broken into individual categories and had been put into Direct Public support. Those receipts have since been moved into their correct categories.

There is a \$500 reimbursement for the down payment for the shed, which Kathy had paid. The Town of Berne needs to contribute money to satisfy the requirements of the grant, however, the shed needs to be paid in full when it is delivered on May 28th, so it will be easier to have the library pay for it up front.

Motion was made by Emilie to pay \$8100 for the shed which will be partially reimbursed by the town, with any overage covered by the Friends. Marion was the second. Motion carried.

Salary line is almost even, but there is still the concern that there are 27 pay periods this calendar year, which may cause the salary to go over budget because of how the pay periods fall.

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

Payment of bills- (see attached schedule)

Printer lease has increased \$5.02.

Hoopla is a new econtent provider purchased by UHLS which libraries are contributing towards.

Replacement check was issued to Sandra Kisselback

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

Committee reports-

Personnel-(Becky, Missy and Chuck) Committee met with the Library Manager to discuss the evaluation. She is happy with the evaluation and appreciates the feedback.

Finance- (Ted, Marion, Emilie and Kathy(advisory) Quarterly audits are being postponed until social distancing guidelines are relaxed.

Policies- (Lisa and JoAnne)

Credit Card policy- 2nd reading, with a minor change

Active Shooter- postponed

Pandemic policies?- look for guidelines to come from Department of Health and UHLS

Aesthetics- Landscaping has been improved with the removal of stumps and addition of Kiwanis plants from the school.

Old Business-

Shed- foundation has been installed

Water supply and Parking Lot- waiting on town and school

Patron issue- since the library building has been closed, odor has not been an issue.

New Business-

Friends report- Spring events were cancelled and there has not been a meeting.

JoAnne registered the library property/landscaping with the National Wildlife Federation classifying it as a Certified Wildlife Habitat. The registration fee and purchase sign were donated by JoAnne in honor of Ann Hein and all her work on the gardens at the Library.. The Library will also get a bi-monthly magazine from NWF.

Manager's Report-

Planning for reopening- safety and cleaning protocols.

Computers- some stations would have to be moved or closed to allow for distancing.

Census-discussion of how to encourage people to fill out census forms, since they are not able to do it at the library. Suggestions of sending out a notification with the Summer Reading Program mailing. People would be able to use the school hotspots which are being sent out to various parts of the district by bus to provide internet services.

PPE (personal protective equipment) for staff- the order won't be delivered until July. There is a need for gloves, masks and hand sanitizer. Discussed hanging plexiglass to protect the circulation station.

Virginia Mann- memorial donations requested to be sent for the library.

Summer Reading- Kathy will look into how much it would cost to do a mailing advertising the SRP for all patrons.

Movie Night- possibility of having a drive-in at the library. Would it work to project on the new shed and how could sound be shared?

NYLA- News You Can Use email includes links and ideas for advocacy. It is expected that there will be a 2.6% cut in library aid.

Advocacy- reach out to the Altamont Enterprise about doing an article about how the library is adapting to the pandemic, such as food drives including books, and virtual story-times.

WiFi- Hudson Valley Wireless and MidHudson are installing in the area. They are supposed to provide free wifi for the library, although we have not received a time frame.

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

Meeting adjourned at 8:07.

Respectfully submitted,

Marion Burghart
Secretary