

Berne Public Library Trustees meeting of July 9, 2020 held on GotoMeeting.
<https://global.gotomeeting.com/join/495919053>

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

Also present: Kathy Stempel, library director; Sandra Kisselback, library clerk.

Call to order at 6:32

Secretary's report- June 25, 2020 Special meeting.

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

Treasurer's report-written report attached

NYLA and LTA are combining so the dues check was returned and a new one will need to be issued for the combined amount.

Summer Reading Program- there was a question over whether costs would be greater this year with the need to have virtual programs, but Kathy thought that it would be comparable. The overage in the ink for the copier this month was from printing off the SRP flyers, which were mailed home with school report cards.

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

Payment of bills- (see attached schedule)

Hoopla is an econtent provider that UHLS has been trying out. It will go for another 6 months and then UHLS will have to decide whether to renew. Statistics show that Berne patrons borrowed 64 items and it cost \$74.33 in one month. The amount paid was for 6 months.

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

Payroll- The salary line is \$446.70 under the amount budgeted, but that was based on 26 pay periods and this year has 27, which according to the town has to be paid out of this year's funds. That averages to allowing \$1465/pay period, so we are actually \$342.49 over where we should be. Ted will create a new pay breakout reflecting the extra pay period.

Committee reports-

Personnel-(Becky, Missy and Chuck) no business

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

Policies- (Lisa and JoAnne)

Inventory policy- the policy is still in progress, but inventory has started.

Aesthetics-fascia has been fixed.

BPL Reopening Safety Plan- Library is currently on level D-1. It is going well, but patrons have to be reminded not to put items back on the shelf but to put them on cart for sanitizing.

Return box is now located in the vestibule rather than at the desk.

Keyboard covers have not arrived yet.

Since there is being a learning curve and other libraries are being slower to open, we are going to delay moving to level D-2 to keep in line with other libraries.

People have been good about wearing masks.

Question of whether a high-efficiency filter like is being required in malls could be put into our ductwork?

After the second reading, **Motion** to accept the Reopening Safety Plan was made by Ted. Becky was the second. Motion carried.

Old Business-

No updates on town maintenance issues.

Construction Grant finalization has been submitted to NYSED

Patron hygiene issue- patron has not been coming in

Electric- Franzen is coming in to do an estimate.

New Business-

Music in the Park- had hoped to start having bands, but the Town Board is using the Town Park for their meeting on July 22nd, and there is an issue with another date. MIP will be postponed, with the possibility of doing something in the Fall.

August meeting- meeting will be held at Marion's house, outside if weather permits or in the barn on August 13th.

Fencing- Dennis Ryan will be replacing the missing section of fence from where the old shed was.

Manager's Report-

Payroll issue with Town- Library manager had put in extra hours and was told by the Town Clerk that any change in hours would need to be approved by the Town Board. The Town Bookkeeper confirmed that this was not the case and that the library was responsible for distributing the lump sum of approved salary budget.

Town contract- the library had never received the copy with the supervisor's signature, but now has gotten one.

Adult Literacy Grant- providing GotoMeeting platform. Offering a Virtual Workforce class on Digital Organization on August 27, which is limited to 5 patrons.

Early Literacy Grant- \$50 to purchase items for small children to use.

Hello Library Grant- using money to fix up the plywood for the Storywalk.

Adult Summer Reading program- participants will receive a list or recommended readings.

Website- the BPL minutes have not been being posted by the person at UHLS, but Kathy can add them herself.

WiFi- internet was down in the entire hamlet last night, so also was not working at the library.

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

Meeting adjourned at 7:42.

Respectfully submitted,

Marion Burghart
Secretary