

Berne Public Library Trustees meeting of August 13, 2020 held at 30 Blue Farmer Ln, Berne

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

Absent: Lisa Raymond,

Also present: Kathy Stempel, library director

Call to order at 6:32

Secretary's report- July 9, 2020 meeting minutes.

A question about the Hoopla account was clarified.

Motion made by Emilie to accept the secretary's report, Ted was the second. Motion carried.

Treasurer's report-written report attached

\$50 was received from the Hello, Library grant for a sensory item for little patrons.

The 2020 salary schedule has been reworked to reflect the 27 pay periods this year, and the library should not overspend but still be under by \$59.54 at the end of the year.

Construction Grant- Town has cashed the reimbursement check and the final sheets have been signed and sent back to the state. The library is awaiting the final check for the last %10.

Budget planning-usually figures have been required by the town for August. With expected reductions, the library budget will need to be reduced.

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

Payment of bills- (see attached schedule)

Keyboard covers are \$15/3 but should last for a while. Kathy is investigating cheaper options.

Credit from Amazon video was finally applied.

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

Committee reports-

Personnel-(Becky, Missy and Chuck) Evaluation form needs to be tweaked. Evaluation will reflect the circumstances since some things are not possible to do currently.

Finance- (Ted, Marion, Emilie and Kathy(advisory) Will perform audits and plan budget for 2021.

Policies- (Lisa and JoAnne) Working on a draft Inventory policy.

Aesthetics-Gardens have been maintained and improved. There has been no information on the possibility of the assessors moving.

BPL Reopening Safety Plan- Level D-2 will include re-opening the use of the community room, but it will be limited to 6 people. Art displays will be cancelled until 2021. Time frame for going to Level D-2 will be revisited monthly or as needed.

Old Business-

Fencing- new fencing has been purchased but is still in the process of being installed.

Electrical-Franzen has submitted an estimate

Inventory- books, DVD's, CD's and audiobooks have been inventoried. They are working on inventorying furniture now.

Library minutes- they have been updated on the website and Kathy kept them current in the library binder during the shutdown.

New Business-

Friends- they are donating money to Kiwanis for providing school supplies to the community.

Shelving units are needed for the shed. A mix of built-in and free standing units will be obtained.
Photography contest categories for 2021 are: All You Need is Love; Food, Glorious Food; 2020 and Architecture.

Manager's Report-

Water needs to get checked for quality

Electric estimate-Estimate was \$1300 which was discussed and a new bid will be requested with changes to include installing motion sensitive lighting, but remove running the electric from the library. The town has offered to run it under the driveway, which would be better than overhead.

LED dimmer lights- ballasts had to be replaced in 3 of the lights.

Air filter- when the furnace is cleaned, they will check into adding a MERV filter

Jean Forti Fundraiser- wants to have a food truck fundraiser in the library parking lot? More information is needed.

Collection-staff has been weeding and shifting books to accommodate changes.

Women's Suffrage- a collection of books will be arriving to commemorate the 100th anniversary

TED Talks- library program for Feb. 2021, where community members will give talks about different topics under the theme of "We, the Rural"

Summer Reading Program- there are fewer children signed up this year, but adult interest remains strong. 3 People attended the community bike ride program.

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

Meeting adjourned at 7:47.

Respectfully submitted,

Marion Burghart
Secretary