

Berne Public Library Trustees meeting of November 12, 2020 held at Berne Senior Center

Present: Marion Burghart, Chuck Batchter, Becky Waldenmaier, Lisa Raymond, Emilie Wright, Ted Borys,

Absent: JoAnne Brady

Also present: Kathy Stempel, library director

**Call to order** at 6:35

**Secretary's report**- October 8, 2020 meeting minutes.

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

**Treasurer's report**-written report attached

Payroll is under budget by \$77.94

Printer lease has around 27 months more funding from the original grant. The printer has been working well except for faxing. It may need to be reset after the power outage.

LLSA- normally funding from state would have been received by now, but there has been nothing for 2020 yet.

Library account has \$12,889.82 in unencumbered funds.

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

**Payment of bills- (see attached schedule)**

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

**Committee reports-**

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

Finance- (Ted, Marion, Emilie and Kathy(advisory) 3rd quarter audit was completed.

Policies- (Lisa and JoAnne) Community Room policy has been reformatted. No update on inventory policy.

Discussion of whether there should be a volunteer policy and consensus was that there should, so that will be next.

Aesthetics-no business.

COVID- Discussion about the rise in cases and whether the library should go back to stricter levels, but it was decided to follow what the school does. The possibility of installing a MERV air filter has not been addressed yet, because Cornerstone Heating was supposed to clean the furnace that day but had not arrived before Kathy left.

**Old Business-**

Maintenance issues-

Electric- has been put out to the shed, but when they dug for the conduit, the garden by the door was disturbed, which was an issue. Lights are installed inside the shed, but we discussed putting LED lights on the roof..

WiFi- still using Spectrum, if we switch to Hudson Valley Wireless, we may still need to pay for an upgrade from the free level.

Fencing- there is still a section that is not attached due to issues with concrete.

'Keyboards on computers- it turned out to be easier to clean the keyboards between uses than use the covers.

**New Business-**

Inventory- JoAnne is working on a spreadsheet for timeframes for performing inventory in different collections.

BPL website is up-to-date with minutes and policies, thanks to Kathy posting.

Budget- the budget request to the town was changed to reflect raises for library staff of 3%, and the supervisor says that they were included.

Friends report- no meeting, but Kiwanis is looking for volunteers for sorting clothing from their clothing drive.

**Manager's Report-**

Bubble program-was successful and safe because the kids stayed in their squares so they were socially distant.

PPE donation- has not been received yet from the census leftovers.

TED Talks program- there will be pre-recorded speeches and a host will emcee a live virtual event. A good host is needed. Kathy is applying for an ALA grant called "Libraries Transform Communities" which would be used for expenses, if awarded. There will be a follow-up Question and Answer session after the speeches. Marion will write a letter of support to be included in the grant. Expenses would be marketing, video equipment and technical support.

NYLA conference- was all virtual this year. Kathy went to sessions on Shaking Up Staff Meetings and Building a Library of Things. Liability issues are concerns for lending out some items.

**Motion** to pay for NYLA memberships for staff. The membership year runs from Nov. 1-Oct.31st. Lisa made the motion and Emilie was the second. Motion carried.

Virtual Minecraft-there were technical issues, but success on the third try after creating a private "realm" to play in.

Private Storytimes-Kathy has been reading to families by appointment.

Poulin Project-has provided 56 books, with titles including poetry and self-published books.

WiFi-was used 79 times during the month of October by patrons.

Kathy will send out drafts of the grant application for review.

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

Meeting adjourned at 7:49.

Respectfully submitted,

Marion Burghart  
Secretary