

Berne Public Library - Trustees' Agenda for January 14, 2021

Call to Order Meeting: _____

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for December 10, 2020
- Treasurer's Report for January 14, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck), evaluation to be tweaked to reflect current circumstances, will be ready for the February 2021 meeting.
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th qtr audit, due January
- Policy Committee (Lisa & JoAnne) working on a list of policies that need to be reviewed in 2021, will be ready for the January 2021 meeting. Volunteer policy needs to be worked on next, would someone be willing to take on this task?

Committee Reports:

- Inventory Policy (JoAnne, Emily & Kathy), first draft for this policy was reviewed at the december meeting.
- The Community Room policy needs to be reformatted.
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office, Kathy is to decide on desk, shelving, new chair etc. for office.
- Covid Policy; we are currently in Level C-1A.

Old Business:

- Fines VS no fines: 12/29/2020 reminder text sent out to trustees to review this for Jan meeting.
- Meetings: book Community Center for 2021 for 2nd Thursdays (we can do GoToMeetings if necessary).
- Building and Maintenance involving the Town:
 - Water supply - per Sean, it does not look likely that the library will be included in the municipal water project and the Town will be testing the two wells on the property. No time frame was given for this.
 - High efficiency (Merv) filter: Town hired a Corner Stone Heating and Cooling company that came to clean the furnace, they did the maintenance but a nozzle they put in was defective. They came back the same day and replaced it. Kathy inquired about the filter and the workman stated that he was not going to change out the filter because he doesn't carry filters with him. He then took the filter out and took it with him leaving the system with no filter at all in place. He did come back at some point and put in a filter.
 - Parking Lot - needs to be swept and sealed; no action from Town
 - 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: The fencing is up but not straight
 - Inventory of non-circulating items is being worked on
 - LED lights: do we need lights on the roof of the shed? Reminder text sent to trustees to visit the library at dark to see if the lights on the back of the building is sufficient.

New Business:

- Reminder text sent out to Ted and Lisa to meet with town clerk to sign for new trustee term after 1/6/2021
- Discussion to order another "In Memory Of" plaque since the one we have is full. We could then put Joan Mullen and Nancy Lendrum on there. (I am fairly certain that Joan is not on the original plaque.)

Friend's Report

Director's Report

Meeting Adjourned: _____ Next meeting February 11, 2021 time: 6:30

Berne Public Library Trustees meeting of December 10, 2020 held via GoToMeeting

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

Also present: Kathy Stempel, library director and Sandra Kisselback

Call to order at 6:37

Secretary's report- November 12, 2020 meeting minutes.

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

Treasurer's report-written report attached

Payroll is under budget by \$12.47

LLSA- check was received today for \$995 which is listed as 72% of funding. The remaining 28%, if received, would be \$387, which would be a total of \$1382, just slightly under the \$1400 which was expected in the budget..

Library account has \$12,477.25 in unencumbered funds.

The finalized budget report for the year includes everything that has been spent except for salary.

The budget for 2021 has compressed the various types of econtent into one budget line.

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

Payment of bills- (see attached schedule)

Bill from UHLS of \$48.00 for the subscription for Backpage was just received.

There was no credit card bill for this month. Citizen's Bank has a new portal which makes it easy to check what is on the card.

Motion to pay the bills, with the addition of the UHLS bill, was made by Becky, Marion was the second. Motion carried.

Committee reports-

Elections- a slate of officers for 2021 was presented.

JoAnne Brady-President

Chuck Batcher- Vice President

Marion Burghart-Treasurer

Lisa Raymond-Secretary

Motion was made by Ted, and Becky was the second, to accept the officers as presented. Motion carried.

Personnel-(Becky, Missy and Chuck) Director evaluations will be given out at Feb. meeting.

Finance- (Ted, Marion, Emilie and Kathy(advisory))-all members will continue next year.

Policies- (Lisa and JoAnne) Community Room policy still needs to be reformatted. First reading of inventory policy was discussed. It was suggested that items not be withdrawn until they have been missing for a year.

Aesthetics-working on redoing the office space. Some things have been moved to storage in the shed.

COVID- Discussion of whether level D-2 should be changed to be just reduced hours to accommodate computer use and tutoring that is happening that wouldn't be able to continue if we move back a level.

Old Business-

Maintenance issues-

Water supply- no change

Electric- the light on the library has been redirected to shine more on the parking lot. However, we may still want a light on the shed to accommodate outdoor programs. Trustees are requested to look at the parking lot after dark to

see what they think, if more lighting is needed for security purposes. Outdoor lighting is currently set for Daylight sensing, rather than timed.

Parking lot-still not swept and sealed.

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-not clear if this project is complete, yet.

New Business-

Inventory- Spreadsheet has been created for items that have been inventoried. Non-circulating items need to be reviewed for items that may have been missed.

Meetings- Kathy should reserve the community center for Trustee meetings for next year so it is available if needed.

Fines-discussion of whether we should go fine-free. Trustees are charged with reading and researching the dropping of collecting fines before the next meeting.

Trustee terms-Ted and Lisa's terms are expiring, but they are both interested in continuing.

Library Trustees Association-renewal is now done through UHLS so does not need to be a separate item on the calendar.

SAMS- grantee information has been renewed.

Friends report- no report.

Manager's Report-

Covid-concerned about uptick in cases and whether we should reduce library hours to not have multiple shifts working.

Motion was made by Marion to temporarily reduce the number of hours to 30/week and Emilie was the second. Motion carried.

Flipster is being discontinued. Ancestry.com may also be dropped and there could be courier delivery reductions.

The Hilltown libraries may try to pick up deliveries themselves.

Grant for the TED Talk program has been submitted.

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

Meeting adjourned at 8:09.

Respectfully submitted,

Marion Burghart
Secretary

January 14, 2021 – Payment of Bills

➤ Bills

- Time Warner Cable (Spectrum): **\$164.97**
- National Business Leasing for monthly printer lease: **\$98.72**
- Staples, supplies: **\$42.23**
- Baker and Taylor, books: **\$87.83**
- UHLS, e-content: **\$316.14**

Berne Public Library
2020 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$40,759.00		Under (Over)	FICA	YTD
				YTD	Balance			
1	01/08/21	01/14/21	\$796.50	\$796.50	\$39,962.50	\$771.15	\$60.93	\$60.93
2	01/22/21	01/28/21						
3	02/05/21	02/11/21						
4	02/19/21	02/25/21						
5	03/05/21	03/11/21						
6	03/19/21	03/25/21						
7	04/02/21	04/08/21						
8	04/16/21	04/22/21						
9	04/30/21	05/06/21						
10	05/14/21	05/20/21						
11	05/28/21	06/03/21						
12	06/11/21	06/17/21						
13	06/25/21	07/01/21						
14	07/09/21	07/15/21						
15	07/23/21	07/29/21						
16	08/06/21	08/12/21						
17	08/20/21	08/26/21						
18	09/03/21	09/09/21						
19	09/17/21	09/23/21						
20	10/01/21	10/07/21						
21	10/15/21	10/21/21						
22	10/29/21	11/04/21						
23	11/12/21	11/18/21						
24	11/26/21	12/02/21						
25	12/10/21	12/16/21						
26	12/24/21	12/30/21						

\$1,567.65 average per pay period

Important Update: The federal Regulation D limit on electronic transfers from Savings accounts to six per month has been eliminated. Unlimited transfers from Savings accounts are now allowed.

BERNE PUBLIC LIBRARY
1763 HELDERBERG TRAIL
BERNE NY 12023

SUMMARY OF DEPOSIT ACCOUNTS

Acct	Beginning Balance	Deposits	Withdrawals	Ending Balance	Dividends For Period	Dividends YTD
x0749	15,906.55	1,068.95	883.98	16,091.52	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL	15,907.55	1,068.95	883.98	16,092.52	0.00	0.00

BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$15,906.55
12/03	Deposit Cash	73.95	15,980.50
12/11	Deposit Check	995.00	16,975.50
12/16	Check 3254	-22.00	16,953.50
12/17	Check 3253	-25.00	16,928.50
12/28	Check 3255	-306.70	16,621.80
12/28	Check 3258	-127.07	16,494.73
12/29	Check 3251	-164.97	16,329.76
12/30	Check 3257	-48.60	16,281.16
12/31	Check 3256	-189.64	16,091.52
	Annual Percentage Yield Earned:	0.00%	
	For the period from 12/01 through 12/31		
	New Balance	\$16,091.52	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$16,545.12	

SHARE DRAFT SUMMARY

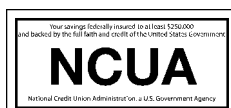
Check#	Date	Amount	Check#	Date	Amount
3251	12/29/2020	164.97	3256	12/31/2020	189.64
3253*	12/17/2020	25.00	3257	12/30/2020	48.60
3254	12/16/2020	22.00	3258	12/28/2020	127.07
3255	12/28/2020	306.70			

*Indicates a break in check sequence.

MINT SHARE - 1697603877

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$1.00
	Annual Percentage Yield Earned:	0.00%	
	For the period from 12/01 through 12/31		
	New Balance	\$1.00	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$1.00	

To verify pre-authorized transfers or to notify us of suspected errors in your statement, direct your inquiries to SEFCU at the address or telephone number listed on the top of this statement.



Berne Public Library Reconciliation Detail

SEFCU Checking, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,906.55
Cleared Transactions						
Checks and Payments - 7 items						
Check	12/10/2020	3255	Baker & Taylor	X	-306.70	-306.70
Check	12/10/2020	3256	Midwest Tape	X	-189.64	-496.34
Check	12/10/2020	3251	Time Warner Cable	X	-164.97	-661.31
Check	12/10/2020	3253	Sandra Kisselback	X	-25.00	-686.31
Check	12/10/2020	3254	Ted Borys	X	-22.00	-708.31
Check	12/11/2020	3258	Baker & Taylor	X	-127.07	-835.38
Check	12/11/2020	3257	Upper Hudson Libra...	X	-48.60	-883.98
Total Checks and Payments					-883.98	-883.98
Deposits and Credits - 2 items						
Deposit	12/03/2020			X	73.95	73.95
Deposit	12/11/2020			X	995.00	1,068.95
Total Deposits and Credits					1,068.95	1,068.95
Total Cleared Transactions					184.97	184.97
Cleared Balance					184.97	16,091.52
Uncleared Transactions						
Checks and Payments - 2 items						
Check	12/10/2020	3252	National Business L...		-98.72	-98.72
Check	12/14/2020	3259	Upper Hudson Libra...		-28.60	-127.32
Total Checks and Payments					-127.32	-127.32
Total Uncleared Transactions					-127.32	-127.32
Register Balance as of 12/31/2020					57.65	15,964.20
New Transactions						
Checks and Payments - 5 items						
Check	01/14/2021	3264	Upper Hudson Libra...		-316.14	-316.14
Check	01/14/2021	3260	Time Warner Cable		-164.97	-481.11
Check	01/14/2021	3261	National Business L...		-98.72	-579.83
Check	01/14/2021	3263	Baker & Taylor		-87.83	-667.66
Check	01/14/2021	3262	Staples Contract & ...		-42.23	-709.89
Total Checks and Payments					-709.89	-709.89
Deposits and Credits - 1 item						
Deposit	01/04/2021				91.15	91.15
Total Deposits and Credits					91.15	91.15
Total New Transactions					-618.74	-618.74
Ending Balance					-561.09	15,345.46

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 2021

	Jan 21	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	13.45	240.00
Non-profit Organization Contrib		360.00
Total Direct Public Support	13.45	600.00
Government Grants		
LLSA Funding		1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	60.93	3,118.00
Town of Berne Direct Pay - Other	796.50	40,759.00
Total Town of Berne Direct Pay	857.43	43,877.00
Agency Grant - Town of Berne - Other		8,300.00
Total Agency Grant - Town of Berne	857.43	52,177.00
Agency Grant - Town of Knox		7,000.00
Total Local Government Grants	857.43	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	857.43	61,761.64
Other Types of Income		
Book Replacement	11.95	100.00
Book Sales	1.00	75.00
Coffee		25.00
Fax Revenue	25.75	150.00
Library Fines	27.10	800.00
Miscellaneous Revenue	0.50	50.00
Photocopying Revenue	11.40	450.00
Total Other Types of Income	77.70	1,650.00
Total Income	948.58	64,011.64
Gross Profit	948.58	64,011.64
Expense		
Advertising		1,360.00
Contract Services		
Accounting Fees		350.00
Total Contract Services		350.00
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	98.72	1,184.64
Total Equip Rental and Maintenance	98.72	1,184.64
Equipment Purchase		800.00
Total Facilities and Equipment	98.72	1,984.64

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 2021

	Jan 21	Budget
Operations		
Books & Reference Materials		
E-content	316.14	2,450.00
Magazines		350.00
Software Applications		50.00
Videos		950.00
Books & Reference Materials - Other	87.83	4,200.00
Total Books & Reference Materials	403.97	8,000.00
Cleaning Supplies		150.00
Postage, Mailing Service		225.00
Printing and Copying		600.00
Supplies	42.23	800.00
Telephone, Telecommunications	164.97	2,000.00
UHLS Service Dues		2,425.00
Total Operations	611.17	14,200.00
Other Types of Expenses		
Memberships and Dues		225.00
Total Other Types of Expenses		225.00
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading		275.00
Children & Young Adult Programs - Other		360.00
Total Children & Young Adult Programs		675.00
Total Programs		975.00
Salary	796.50	40,759.00
Taxes		
FICA	60.93	3,118.00
Total Taxes	60.93	3,118.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	1,567.32	64,011.64
Net Ordinary Income	(618.74)	
Net Income	(618.74)	



1/14/2021 Director's Report Trustee Meeting

Covid-19 Update: The library received an email from the Town of Berne stating there were up to 50 positive cases of Covid-19 in the area. Curbside service has been in effect since January 5.

Directors Association Notes: The 2020 Annual Report submission date has been moved back a month. Instead of March 1 the due date is April 1. 15 new questions have been added to the annual report.

TEDx talks: 14 sponsor letters have been sent out to local businesses asking for a special partnership. The letter requests they advertise our event and we will advertise their business. A local resident has offered to help with videoing each speaker. I am setting up a temporary stage in the community room. I am aware of the library being closed. Every precaution to sanitize the area after each person will be strictly enforced. Each speaker will have the opportunity to self video themselves at their home with our equipment if they feel uncomfortable going to the library.

Purchases before receiving grant: An order to Amazon for a Camera and microphone is submitted. Techsoup has an eight week back order on HotSpot devices. Looking into Verizon's terms for not for profit organizations.

Library of Things: The Clark Art Institute extended their free museum passes through 6/30/21. A suggestion came in asking if we could add water testing kits(\$20-\$40 reviews were < >) and carbon monoxide testers(\$37- \$150 hand held) to the collection.

Hot Spots: After researching coverage maps. The Beacon purchase through Techsoup does not cover much of our area. Verizon seems to be the one that

covers the area the best. However, I am reluctant to go through them. I am going to look into the new wifi people going through town, Mid-tel or Hudson???

Virtual Browsing: Carrie has posted photos of the library's newer collections. As we receive new items they will be posted on Facebook.

Stats: Wifi pings - 94

Patrons that walk through the door on limited hours(10 less per week) 539

Closed for a snow day - 1

Closed for holiday - 1

December Library Activities:

1. Dec. 4, Virtual Storytime - 480
2. Dec. 6, Holiday Parade - attendance undetermined
3. Dec. 7, Family Storytime - 7
4. Dec. 7, Minecraft - 2
5. Dec. 8, Journey's on the Page - 6
6. Dec. 11 Virtual Storytime - 277
7. Dec. 13, Book Club - 7
8. Dec. 14, Minecraft - 4
9. Dec. 18, Virtual Storytime - 298
10. Dec. 21, Minecraft - 3
11. Dec. 28, Minecraft - 3
12. Dec. 31, Family Storytime - 5

Submitted by
Kathy Stempel