

Berne Public Library - Trustees' Agenda for March 10, 2022

The Mission of the Berne Public Library is to meet the needs of the community for life-long learning & entertainment.

Call to Order Meeting: _____

Roll Call

Call for executive session Start: _____ Finished: _____ to discuss Director evaluation.

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary's Report for Feb. 10, 2022 and Correspondence
- Public Comment
- Treasurer's Report for March 10, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa): Director's evaluation
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th Quarter 2021 audit
- Policy Committee (Lisa, Jodi & John): decide next policies to be reviewed.
 - Credit Card Policy-2nd reading
 - Whistle Blower policy
- Appointments

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) library foyer

Old Business:

- Building and Maintenance involving the Town:
 - Water supply -wells?!
 - Parking Lot - update
- Other items
 - Annual report
 - Town contract
 - Review of by-laws-Articles 3 and 4
 - Thank you luncheon
 - Contacts and Conflict of Interest
 - Goals for 2022- review of 5-year plan
 - Credit Card- switching of account
 - Holiday pay

New Business

- Construction Grant
- Memorial Day parade float

Friend's Report:

Director's Report:

Meeting Adjourned: _____ Next meeting April 14, 2022 time: 6:30

The mission of the Berne Public Library is to meet the needs of the community for life-long learning and entertainment.

Berne Public Library Trustees meeting on February 10, 2022

Present: Marion Burghart, Emilie Wright (virtual), Ted Borys, Lisa Raymond, Becky Waldenmaier, Jodi Ebel, John Valachovic.

Also Present: Kathy Stempel, Director; Jen Merrill-Fuller FOBL liaison.

Call to order @ 6:47 pm

Secretary's Report: (see attached)

Motion made by Becky to accept the secretary's report. Jodi was second. Motion carried.

Treasurer's report: (see attached)

Salaries are still over by \$63.10 but an improvement over last month's figures. Ted had back and forth communication with Richard Recor and has made some "closeout" adjustments for the book drop and glass project which needed to be recorded in QuickBooks.

Motion made by Lisa to accept the amended budget report. Becky was second. Motion carried.

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

Payment of Bills: (see attached)

Marion mentioned the FOBL used the Library credit card to make a purchase which needed to be made in the Library's name. The FOBL reimbursed the Library.

Motion made by Lisa to accept the payment of bills. Jodi was second. Motion carried.

Standing Committee Reports:

Personnel Committee (Becky & Lisa) Becky handed out the Director's evaluation forms for trustees to complete by February 28, 2022. If you have any questions, please call Becky or Lisa. Please put completed evaluations in Becky's folder at the Library.

Finance & Budget (Marion, Ted, Emilie & Kathy) The 4th quarter audit has not been completed. The committee will set up a time and place to get this completed.

Policy Committee (Lisa & Jodi & John) The committee will set up a meeting to discuss which policies need to be looked at first. Marion submitted an updated credit card policy with the new format and the limit allowed for a purchase. The 1st reading is complete and we will vote at March meeting.

Committee Reports:

Aesthetics Committee (Lisa & Kathy) Lisa and Kathy briefly looked at improvements for foyer and will continue to look at options.

Old Business:

Building and Maintenance involving the Town:

Water supply. The town continues to work on getting this completed. They are looking into drilling wells at the Library, Highway Department, Transfer Station and Town Park.

Parking Lot. We are hoping this will be completed this Spring.

Front Doors. Staff will continue to check this regularly.

Other:

Annual Report. Kathy presented this and will submit the report the UHLS and they will submit to NYS. Kathy will also be making a pamphlet for the public. We discussed having a whistle blower policy of our own.

Town contract. Dennis, Town Supervisor has signed and Marion signed tonight. Marion mentioned some research she has done on MOU. We will continue to investigate so we can hopefully get our employees the benefits they deserve.

By-laws. We decided to start review of Articles 3 and 4th at March meeting.

Thank you luncheon for JoAnne and Chuck will be postponed until early Spring.

Contacts and Conflict of Interest Policy. Kathy to email trustee's an updated list. We will all sign the Conflict of interest Policy at March meeting.

Goals for 2022 and review of 5 year plan. Will discuss more at March meeting.

Credit Card. Ted to fill out forms.

CORE training. John, Emilie and Ted joined the February meeting. There will be another meeting in May. Starting in 2023, trustees will need to complete 2 hours of training.

New Business:

Holiday Pay. We had a discussion on this and Jodi will check with the town clerk or Andrea on how the town handles part time employees.

Friends Report: Becky gave an update and stated FOBL are expecting a "wish list" from the Board. Book sale will be at the Senior Center. Colleen Skiff will do the bowls for our ice cream social. We discussed possibly having this at the 1st Music in the Park.

Director's Report: (see attached) Kathy met with Joe Burke from the Altamont Library at the Town of Knox Board meeting to thank them for their contribution to the library budget. The Berne and Altamont Libraries are to each hold one summer program in Knox.

Meeting adjourned @8:43. Motion to adjourn was made by Becky. Second by Ted. Motion carried.

Submitted by Lisa Raymond

March 10, 2022 – Payment of Bills, and more ...

➤ Bills

- MidTel (internet, phone): **\$141.65**
- National Business Leasing (printer lease): **\$104.24**
- NBT credit card (Books, 4 DVDs, program treats): **\$273.79**
- Baker and Taylor (17 books, 2 CD-ROM): **\$235.25**, **\$59.00**
- UHLS (8 ebooks, 1 audiobook, Q1 2022): **\$332.72**
- Berne Tax Service: **\$350.00**

➤ Close Citizens credit card account?

➤ QuickBooks 2019 support ends 5/31/2022

Berne Public Library
2022 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$44,000.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/07/22	01/13/22	\$822.84	\$822.84	\$43,177.16	\$23.32	\$62.95	\$62.95
2	01/21/22	01/27/22	\$1,835.78	\$2,658.62	\$41,341.38	(\$120.16)	\$140.44	\$203.39
3	02/04/22	02/10/22	\$1,635.25	\$4,293.87	\$39,706.13	(\$63.10)	\$125.10	\$328.48
4	02/18/22	02/24/22	\$1,777.88	\$6,071.75	\$37,928.25	(\$148.67)	\$136.01	\$464.49
5	03/04/22	03/10/22	\$1,668.88	\$7,740.63	\$36,259.37	(\$125.25)	\$127.67	\$592.16
6	03/18/22	03/24/22						
7	04/01/22	04/07/22						
8	04/15/22	04/21/22						
9	04/29/22	05/05/22						
10	05/13/22	05/19/22						
11	05/27/22	06/02/22						
12	06/10/22	06/16/22						
13	06/24/22	06/30/22						
14	07/08/22	07/14/22						
15	07/22/22	07/28/22						
16	08/05/22	08/11/22						
17	08/19/22	08/25/22						
18	09/02/22	09/08/22						
19	09/16/22	09/22/22						
20	09/30/22	10/06/22						
21	10/14/22	10/20/22						
22	10/28/22	11/03/22						
23	11/11/22	11/17/22						
24	11/25/22	12/01/22						
25	12/09/22	12/15/22						
26	12/23/22	12/29/22						
27	12/30/22	01/05/23						

\$1,692.31 average per biweekly pay period

pay period 1 and 27 are each one week

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through March 2022

	Jan - Mar 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	58.85	200.00
Individual Patron Contributions - Other	39.36	289.12
Total Individual Patron Contributions	98.21	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	424.19	889.12
Government Grants		
LLSA Funding	138.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	592.17	3,366.00
Town of Berne Direct Pay - Other	7,740.63	44,000.00
Total Town of Berne Direct Pay	8,332.80	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	18,032.80	63,066.00
Agency Grant - Town of Knox		7,100.00
Total Local Government Grants	18,032.80	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	18,171.00	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	25.00	100.00
Book Sales	14.25	25.00
Coffee		25.00
Fax Revenue	54.25	100.00
Library Fines		
E-commerce payments	29.53	100.00
Library Fines - Other	3.00	
Total Library Fines	32.53	100.00
Miscellaneous Revenue	3.00	50.00
Photocopying Revenue	119.65	350.00
Total Other Types of Income	248.68	750.00
Unexpended prior year funds		3,698.00
Total Income	18,843.87	90,059.00
Gross Profit	18,843.87	90,059.00
Expense		
Advertising		500.00
Construction		22,003.00
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through March 2022

	Jan - Mar 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	312.72	1,275.00
Total Equip Rental and Maintenance	312.72	1,275.00
Equipment Purchase	288.32	1,200.00
Total Facilities and Equipment	601.04	2,475.00
Operations		
Books & Reference Materials		
Books on CD	48.44	50.00
E-content	1,414.78	2,500.00
Magazines		350.00
Software Applications	149.90	150.00
Videos	202.56	900.00
Books & Reference Materials - Other	834.43	5,100.00
Total Books & Reference Materials	2,650.11	9,050.00
Cleaning Supplies	114.87	100.00
Postage, Mailing Service		250.00
Printing and Copying		700.00
Supplies	229.25	650.00
Telephone, Telecommunications	444.90	1,900.00
UHLS Service Dues	619.91	2,600.00
Total Operations	4,059.04	15,250.00
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		
Summer Reading		250.00
Youth, General	23.87	
Children & Young Adult Programs - Other		300.00
Total Children & Young Adult Programs	23.87	550.00
Total Programs	23.87	850.00
Salary	7,740.63	44,000.00
Taxes		
FICA	592.17	3,366.00
Total Taxes	592.17	3,366.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	13,366.75	90,059.00
Net Ordinary Income	5,477.12	
Net Income	5,477.12	



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

February 2022

Reporting Activity 02/01 - 02/28

Page 1 of 4

At Your Service

	Customer Service	1.800.NBT.BANK (1.800.628.2265)
	Website	nbtbank.com
	Loan Payment Address	P.O. Box 149 Canajoharie, NY 13317
	Email Address	customerservice@nbtbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking	XXXXXXXX3761	\$14,872.37

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
02/01/2022	Beginning Balance	\$15,595.41
	4 - Checks / Debits	\$957.74
	1 + Deposits / Credits	\$234.70
02/28/2022	Ending Balance	\$14,872.37

Account Activity

Transaction Date	Description	Debits	Credits	Balance
02/08/2022	DEPOSIT		\$234.70	\$15,830.11
02/14/2022	CHECK #1034	\$141.65		\$15,688.46
02/18/2022	CHECK #1036	\$566.94		\$15,121.52
02/18/2022	CHECK #1037	\$144.91		\$14,976.61
02/23/2022	CHECK #1035	\$104.24		\$14,872.37

Checks Paid

Check #	Date	Amount	Check #	Date	Amount
1034	02/14/2022	\$141.65	1036	02/18/2022	\$566.94
1035	02/23/2022	\$104.24	1037	02/18/2022	\$144.91

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01/31/2022	\$15,595.41	02/14/2022	\$15,688.46	02/23/2022	\$14,872.37
02/08/2022	\$15,830.11	02/18/2022	\$14,976.61		



Member FDIC

2:52 PM

03/10/22

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,595.41
Cleared Transactions						
Checks and Payments - 4 items						
Check	02/10/2022	1036	Cardmember Service	X	-566.94	-566.94
Check	02/10/2022	1037	Baker & Taylor	X	-144.91	-711.85
Check	02/10/2022	1034	MidTel	X	-141.65	-853.50
Check	02/10/2022	1035	National Business L...	X	-104.24	-957.74
Total Checks and Payments					-957.74	-957.74
Deposits and Credits - 1 item						
Deposit	02/08/2022			X	234.70	234.70
Total Deposits and Credits					234.70	234.70
Total Cleared Transactions					-723.04	-723.04
Cleared Balance					-723.04	14,872.37
Register Balance as of 02/28/2022					-723.04	14,872.37
New Transactions						
Checks and Payments - 7 items						
Check	03/10/2022	1043	Berne Tax Service		-350.00	-350.00
Check	03/10/2022	1042	Upper Hudson Libra...		-332.72	-682.72
Check	03/10/2022	1040	Cardmember Service		-273.79	-956.51
Check	03/10/2022	1041	Baker & Taylor		-235.25	-1,191.76
Check	03/10/2022	1038	MidTel		-141.65	-1,333.41
Check	03/10/2022	1039	National Business L...		-104.24	-1,437.65
Check	03/10/2022	1044	Baker & Taylor		-59.00	-1,496.65
Total Checks and Payments					-1,496.65	-1,496.65
Deposits and Credits - 2 items						
Deposit	03/02/2022				9,898.25	9,898.25
Deposit	03/09/2022				176.08	10,074.33
Total Deposits and Credits					10,074.33	10,074.33
Total New Transactions					8,577.68	8,577.68
Ending Balance					7,854.64	23,450.05

March 2022 Trustee Meeting

Director's Report

Covid 19 Update - Masks are optional at the library as of Monday, February 28. The Town of Berne delivered a case of free Covid 19 home test kits to give away. They have been very popular and I am looking to see if we can get another case.

Directors Association - A reminder to schedule diversity training for trustees and staff before the year 2022 is up. We are partnering up with Westerlo and Rensselaerville library to schedule our staff diversity training together.

Advocacy Day - UHLS and libraries under Senator Michele Hinchey met virtually on March 2. I talked about our construction grant and the importance of a safe water supply. I encouraged Senator Hinchey's staff member to please ask the Senator to support the library construction aid.

Sustainability - The library is in the process of searching for "green swag" for Summer Reading prizes. In the past we have used chintzy plastic toys that break easily or barely get played with.

NYS Library Construction Grant - The town of Berne agreed to pay an additional \$2,238 towards satisfying grant responsibilities. UHLS and Department of Library Development (DLD) mentioned that depending on what finances the State will allow and the amount of applications submitted will be calculated in the bottom line of cost. In fact, we have already seen a reduction in the awards.

Staff Meeting - The meeting consisted of reviewing the privacy policy. We talked about how important it is not to give out emails and phone numbers of patrons. We discussed summer reading and made sure staff knows how to help patrons set up and retrieve e-content on their devices.

Photo Reception - 14 people attended the reception on March 5. One of our very own won People's Choice award, Sandra Kisselback for her photo of her brother in a skidder.

Whistle Blower Policy - One of the questions on the Annual Report is do we have a Whistle Blower policy? We might consider adding this policy to the manual.

Whistleblowing is a very effective way to tackle a range of workplace issues, but it is not a catch-all process for managing problems at work. For this reason, your whistleblowing policy should clearly explain what is covered by the policy, and what is not. Marshall E Learning Consultancy.

<https://marshallelearning.com/blog/whistleblower-policy-contain/>

StoryWalk Collaboration - Donna Gwin and I met with Savanna from the Emma Treadwell Nature Preserve to discuss adding a new StoryWalk. The story will follow a trail that includes an

eagle nest. Work on this project should start sometime in April and be done by the Nature Center's maintenance staff.

Knox Bicentennial Celebration - I represented the Berne Public Library at Knox's 200 year birthday party on Feb. 28. The night was full of history and interesting stories. Look for more Bicentennial event throughout the year.

Programs -

Journeys on the Page - March 31 is the deadline for the essay contest. Contestants will submit a 750 - 1,500 word essay about their ideal library.

Graphic Novel Book Club - The first of six meetings of elementary age children has begun. 10 kids ages 8 to 11 blew off steam with an indoor snowball fight and then we read from the book Cat Kid Comic Club. Participants also did some character drawing.

Virtual Cabin Fever Trivia - Save gas by staying home and enjoy an evening of trivia. Adults are encouraged to bring their favorite beverage to the screen and see how many questions they can answer. See you on March 18 at 7:00. Find the link on the library website.

Berne Sunday Book Club - The next book for the April 3 meeting will be **Grandmother Asked Me To Tell You She Is Sorry** by Fredrik Backman. New starting time is 5:00.

Storytime - March 15 at 10:30 will be the first storytime since the pandemic shut it down 2 years and one week ago.

Knit Wits - Knit Wits are always looking for new people to join in on needle working. They will meet March 13 at 7:00.

Virtual Talent Show - Calling all performers, almost anything goes, talented and not so talented. Participants have up to 5 minutes of video to show off their skills. Deadline is April 1 for an air time of April 26 at 7:00.

Happily Submitted by
Kathy Stempel