

Berne Public Library – Trustees’ Agenda for February 9, 2023

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

Call Meeting to Order @

Roll Call:

Vote for officers in executive session before meeting starts

- Adoption of agenda (any changes/additions to agenda should be made at this time).
- **Secretary’s Report** for January 12, 2023 and Correspondence.
- **Public Comment**
- **Treasurer’s Report** for February 9, 2023

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Lisa, John & Lynn)
- Finance & Budget Committee (Ted, Lisa, Emilie & Kathy) Review financial policies
- Policy Committee (Jodi, John, Lisa) Review financial policies
- Conflict of Interest 2nd reading.

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) lighted display case, bench, foyer, gazebo

Old Business:

- Building and Maintenance involving the Town:
 - o Water supply – filter to be installed
 - o Parking Lot – To be completed this spring.
 - o Landscaping – spigot (need floor plan of library)
 - o Security camera - update
- Construction Grant - update

· **Other Items**

o Email accounts.(Sandra & Lynn) Microsoft update

· Holiday pay

New Business:

Marion and Becky Thank You Luncheon

Trustee opening

Sexual Harassment Training – Andrea is to send a link.

Order BKW yearbook

Hand out Director's Evaluation

Discuss annual report for UHLS

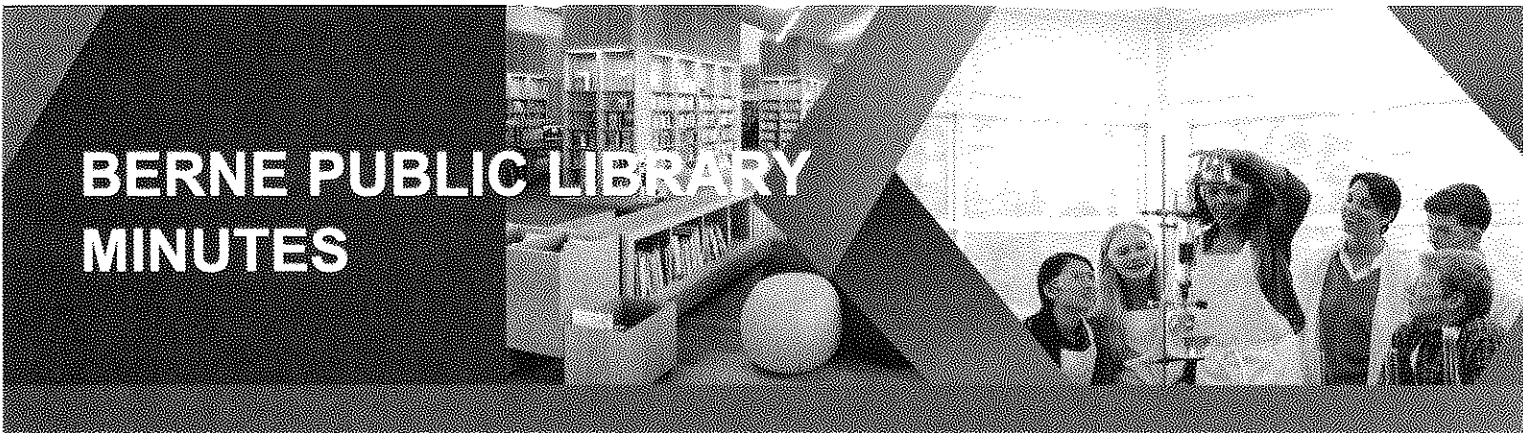
New Trustee Training (webinar next one 6/6/22 – ask Tim Burke to come to a meeting for core training?)

Allowing Knox residents to apply for Trustee positions

Director's Report:

Friend's Report:

Meeting Adjourned @ _____. Next Meeting is March 9, 2023



BERNE PUBLIC LIBRARY MINUTES

Date: January 12, 2023

Time: 6:32pm

Facilitator: Lisa Raymond

In Attendance

Lisa Raymond, Ted Boyrs, Jodi Ebel, Lynn Kerr, John Valachovic (zoom)

Also In Attendance

Kathy Stempel, Library Manager, Marion Burghardt (Friends of the Library)

Secretary's Report: (see attached)

Motion made by Lynn to accept the Secretary's Report, seconded by Ted. Motion carried.
Lynn made a motion to appoint Jodi as secretary, filling the office due to Becky Waldenmaier's resignation.

Public Comment:

None

Treasurer's Report: (see attached)

NYDLD Grant check for \$14,851.00 was received on December 30 and deposited into the account on 12/31/2022. This amount is included in the "Net Income" amount of \$15,531.00 for the end of the year and will be rolled over for the 2023 budget year.

Motion made by Lisa to accept the Treasurer's Report, seconded by Lynn. Motion carried.

Payment of Bills: (see attached)

Bills reviewed. Motion made by Jodi to pay the bills, seconded by Lynn. Motion carried.

Standing Committees:

Personnel Committee (Lisa, Lynn John):

Finance & Budget Committee (Ted, Lisa, Emilie & Kathy):

Aesthetics Committee (Lisa & Kathy)

Committee Reports:

Aesthetics Committee – coat rack has been donated by Brian Stempel.

Policy Committee

- Conflict of Interest – 2nd reading – Tabled until next month
- Security Camera Policy – reviewed local examples – Jodi will write draft of policy for next meeting

Old Business

- **Parking lot** will be completed by April or May by the town.
- **Water supply** – Lamont will supply filter
- Lisa will look at floor plan to see if a **spigot** can be installed.
- **Security Camera** – Kathy will talk to the town/Dennis Ryan regarding installing the camera. Kathy will laminate and post the sign once camera is hooked up. Camera will record outdoors only.
- **Email** – Kathy will get UHLS Tech staff to help with getting Lynn and Sandra email access
- **Facilities** - Ted reminded that we had a discussion last month about options to make the library larger. Ted suggested looking for grant money to purchase services from an architect or engineer to give us some ideas to expand the library.
 - Town would like the assessor's offices to move but not sure where.
 - What would extended space be used for? Tutoring, teen area, We need to brainstorm ideas
 - Discussion to continue
- Kathy asked for clarification regarding opening/closing on specific holidays. She would like to be open on Columbus Day and Martin Luther King Day. She would like to have that flexibility. Lisa will call Dennis for clarification if he received the list of holidays that the library would like to be closed (Christmas, New Year's Day, Thanksgiving, Labor Day, Veteran's Day, Juneteenth, 4th of July).

New Business

- Motion made by Jodi seconded by Ted that NBT Bank be the official bank for Berne Public Library business for 2023.
- Marion's thank you luncheon – possible Farmers Beef and Brew in Schoharie. Lisa will call and see what the options are – looking at possibly a Saturday.
- There is a new opening for a trustee due to the resignation of Becky Waldenmaier. Kathy will advertise for a trustee on the website and Sandra will put a notice in her column in the Enterprise. Interested candidates will be interviewed at the February 9 trustee meeting.
- Kathy will enquire if sexual harassment training is required for trustees.

Director's report (see attached)

- Kathy getting stats together for annual report which will be open in February
- Advocacy day February 8 – Donna Gwin and Kathy will go. Lynn expressed interest in joining them.
- Berne will partner with the Westerlo Library for an adult spelling bee in February. There will be an elimination round with the winners going to the UHLS bee in March

Friends Report

- Meeting 1/4/23.
- Sock tree was successful
- Photo contest deadline January 31
- Seed library getting new seeds
- 2 of the 3 story walks have been updated.
- Book sale at Senior Center - drop off March 18 – Sale March 25.
- Bowl for books – Colleen retired – looking to partner with new art teachers
- Lisa will be the liaison from the library board to the friends.

Next Meeting

Motion made by Lynn seconded by Ted that the meeting adjourn. Meeting adjourned 8:46pm. The next meeting will be held on February 9, 2023 at the library.

Respectfully submitted,

Jodi A. Ebel

Secretary

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through February 2023

	Jan - Feb 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	377.50	500.00
Total Direct Public Support	377.50	500.00
Government Grants		
LLSA Funding		1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	391.74	3,467.00
Town of Berne Direct Pay - Other	5,120.82	45,320.00
Total Town of Berne Direct Pay	5,512.56	48,787.00
Agency Grant - Town of Berne - Other		9,700.00
Total Agency Grant - Town of Berne	5,512.56	58,487.00
Agency Grant - Town of Knox		7,500.00
Total Local Government Grants	5,512.56	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	5,512.56	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	38.95	100.00
Book Sales	13.25	25.00
Coffee		25.00
Fax Revenue	8.40	150.00
Library Fines	2.30	
Miscellaneous Revenue	1.00	50.00
Photocopying Revenue	120.10	350.00
Total Other Types of Income	164.00	700.00
Total Income	6,074.06	84,869.80
Gross Profit	6,074.06	84,869.80
Expense		
Advertising		500.00
Construction	3,545.49	14,352.00
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	226.16	180.20
Equip Rental and Maintenance - Other		1,220.60
Total Equip Rental and Maintenance	226.16	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	825.15	2,600.80

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through February 2023

	Jan - Feb 23	Budget
Miscellaneous Fees		
Bank Charges	313.18	
Total Miscellaneous Fees	313.18	
Operations		
Books & Reference Materials		
Books on CD	23.02	150.00
E-content	342.50	3,000.00
Magazines		450.00
Software Applications	299.45	890.00
Videos	204.91	900.00
Books & Reference Materials - Other	652.89	4,500.00
Total Books & Reference Materials	1,522.77	9,890.00
Cleaning Supplies	16.45	150.00
Postage, Mailing Service	3.49	300.00
Printing and Copying	34.58	300.00
Supplies	255.48	500.00
Telephone, Telecommunications	285.78	2,272.00
UHLS Service Dues	632.00	2,528.00
Total Operations	2,750.55	15,940.00
Other Types of Expenses		
Memberships and Dues	55.00	350.00
Total Other Types of Expenses	55.00	350.00
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Summer Reading		250.00
Youth, General		100.00
Children & Young Adult Programs - Other	77.08	300.00
Total Children & Young Adult Programs	77.08	650.00
Total Programs	77.08	950.00
Salary	5,120.82	45,320.00
Taxes		
FICA	391.74	3,467.00
Total Taxes	391.74	3,467.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	13,429.01	84,869.80
Net Ordinary Income	(7,354.95)	
Net Income	(7,354.95)	

3:44 PM

02/09/23

Berne Public Library
Reconciliation Detail
 NBT Bank, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,652.93
Cleared Transactions						
Checks and Payments - 10 items						
Check	01/12/2023	1116	Fox Valley Excavating	X	-1,800.00	-1,800.00
Check	01/12/2023	1117	Lamont Engineers	X	-1,180.49	-2,980.49
Check	01/12/2023	1112	Cardmember Service	X	-1,095.63	-4,076.12
Check	01/12/2023	1113	Upper Hudson Libra...	X	-994.45	-5,070.57
Check	01/12/2023	1114	Baker & Taylor	X	-281.91	-5,352.48
Check	01/12/2023	1109	MidTel	X	-142.89	-5,495.37
Check	01/12/2023	1110	National Business L...	X	-115.84	-5,611.21
Check	01/12/2023	1115	Midwest Tape	X	-43.23	-5,654.44
Check	01/12/2023	1111	National Business T...	X	-25.48	-5,679.92
Check	01/31/2023		Deluxe	X	-313.18	-5,993.10
Total Checks and Payments					-5,993.10	-5,993.10
Deposits and Credits - 2 items						
Deposit	12/31/2022			X	14,851.00	14,851.00
Deposit	01/10/2023			X	110.55	14,961.55
Total Deposits and Credits					14,961.55	14,961.55
Total Cleared Transactions					8,968.45	8,968.45
Cleared Balance					8,968.45	27,621.38
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2023				450.95	450.95
Total Deposits and Credits					450.95	450.95
Total Uncleared Transactions					450.95	450.95
Register Balance as of 01/31/2023					9,419.40	28,072.33
New Transactions						
Checks and Payments - 7 items						
Check	02/09/2023	1123	Lamont Engineers		-565.00	-565.00
Check	02/09/2023	1124	Baker & Taylor		-394.00	-959.00
Check	02/09/2023	1121	Cardmember Service		-352.04	-1,311.04
Check	02/09/2023	1122	Berne Tax Service		-350.00	-1,661.04
Check	02/09/2023	1118	MidTel		-142.89	-1,803.93
Check	02/09/2023	1119	National Business L...		-110.32	-1,914.25
Check	02/09/2023	1120	National Business T...		-9.10	-1,923.35
Total Checks and Payments					-1,923.35	-1,923.35
Total New Transactions					-1,923.35	-1,923.35
Ending Balance					7,496.05	26,148.98

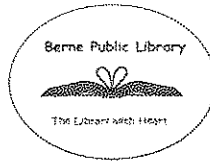
February 9, 2023 – Payment of Bills

➤ Bills

- MidTel (internet, phone): \$142.89
- National Business Leasing (printer lease): \$110.32
- National Business Technologies (overage, fuel surcharge): \$9.10
- NBT credit card (2 DVDs, membership, supplies, equipment, laptop, email): \$352.04
- Berne Tax Service (annual OSC report): \$350.00
- Lamont Engineering (water test and treatment consultation): \$565.00
- Baker & Taylor (23 books, 1 CD): \$394.00
- Deluxe (200 blank checks): \$313.18

➤ Additional information

- Deluxe Business Systems
 - 150 checks, 50 deposit slips, deposit stamp: \$74.73 on 09/15/21
 - 200 checks: \$313.18 on 01/31/23
- NYSED DLD 2021 – 2023 Construction Grant
 - Total project funding: \$16,502.00 (BPL) + \$5,500.00 (Town) = \$22,002.00
 - Spent so far: \$5,695.49 (BPL) + \$1,614.14 (Town) = \$7,309.63
- Google email is still charging sales tax



February 2023 Trustee Meeting Director's Report

Director's Association: The first real in-person meeting since Covid was held at UHLS. The plan is to have a virtual meeting every other month. It was good to see the regular directors, however I was surprised at the many new faces. Tim Burke started the meeting with Gov. Hochul's proposed budget and how it affects libraries. The Governor plans on cutting library aid by 20 million dollars. UHLS has decided to cut out adding new items to the rotating audiobook collection. Due to lack of circulation. Eventually, the CD books will be eliminated altogether.

Advocacy Day: Will be on Tuesday, February 28. One person from UHLS will speak for the group. A tentative schedule for our representatives is 3:30 for Senator Breslin and TBA for Assemblyperson Tague.

Microsoft 365: We will be proceeding with acquiring Microsoft 365. They have accepted the non profit status thanks to the Friends of the Library. UHLS tech support staff, Rawdon, worked hard on submitting the paperwork and he will instruct us on how to morph over to Microsoft.

New Room: The Assessor's have moved to the town hall leaving their former office empty. I want to thank Christine and Melaine for the long friendly relationship with the library. We hope the very best in their new home.

Holiday Hours: The senior account clerk said the town would have to pay library staff over time if they work on a holiday. Therefore, The library will be closed on every holiday that the town is closed.

We also discussed a situation I was not aware of. If staff worked longer than 6 hours they need to take an unpaid half hour lunch break. Most shifts at the library are 6.75 hours. However, according to the Department of Labor, section 162; "in some instances where only one person is on duty or is the only one in a specific occupation, it is customary for the employee to eat on the job without being relieved. The Department of Labor will accept these special situations as compliance with Section 162 where the employee voluntarily consents to the arrangements. However, an uninterrupted meal period must be afforded to every employee who requests this from an employer." No one has ever requested an uninterrupted lunch period that I am aware of.

Water Update: Waiting for a response from the town engineer for the results of the latest water test.

Parking Lot Update: No new information.

New Trustees: I have had several people express interest in the trustee position but, I have not received any resumés. They were invited to attend this meeting.

Annual Report: The portal for the annual report is open and all information is due to UHLS by Feb.17. The report will be finalized by UHLS and be ready for approval by the March Trustee meeting.

Library Substitute: I have given a potential substitute 'til the end of this week to get her paperwork into the town. If said potential substitute fails to get the paperwork in, I will begin another search for the substitute position.

Hoopla: Four new members have signed up for the Hoopla account provided by Berne Library. That makes 74 patrons have signed up to date. We try to keep patrons informed about this service.

Programs:

February 10 @ 7:00 - Journeys on the Page

February 17 @ 6:00 - Movie will be a Pokémon production

February 18 @ 1:00 - Dangers of Vaping by Cornell Cooperative Extension

February 19 @ 7:00 - Knit Wits

February 27 @ 6:30 - Adult Craft Night

March 5 @ 5:00 - Book Club

March 15 @ 6:00 The "Hilltown Libraries" (Berne, Westerlo and Rensselaerville) are partnering up to provide a local adult spelling bee contest. Teams of two will compete against other teams to become the local winners. The local winners will go on to compete in the Great UHLS Spell Off on April 30th at the Colonie Library.

Youth Services:

Every Tuesday @ 10:30 is Storytime

February 11 & 25 @ 2:00 - Pokémon - Held every other Saturday

February 8 & 22 @ 11:00 - Homeschool Hang Out

February 26 @ 10:00 - Thacher Park visitor center storytime (outreach)

Happily submitted by

Kathy Stempel

Director