

Berne Public Library - Trustees' Agenda for Dec. 8, 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

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary's Report for Nov. 10, 2022 and Correspondence
- Public Comment
- Treasurer's Report for Dec. 8, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa): evaluation revisions
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy):
- Policy Committee (Lisa, Jodi & John):
Conflict of Interest revision-John

Committee Reports:

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

Old Business:

- Building and Maintenance involving the Town:
 - Water supply - update
 - Parking Lot - update, drainage swale- waiting on well
 - Landscaping-spigot
 - Security camera- Ring, temperature limit on indoor camera, or do we need outdoor
- Other items
 - Patron issue update
 - Email accounts-Sandra added?
 - 2023 Budgets
 - Holiday pay list sent to town

New Business

- New trustee recommendation
- Elections
 - Proposed slate of officers
 - President- Lisa Raymond
 - Vice President-Emilie Wright
 - Treasurer- Ted Borys
 - Secretary- Becky Waldenmaier
- LTA renewal

Director's Report:

Friends' Report:

Meeting Adjourned:_____ Next meeting Jan. 12, 2023 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 December 8, 2022

Call to order @ 6:33 pm

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

Also Present: Kathy Stempel, Director. Lynn Warner Kerr, Ken Guarino, members of the public.

Secretary's Report: (see attached)

Motion made by Emilie to accept the Secretary's Report. John was second. Motion carried.

Public Comment: Lynn Warner Kerr, Ken Guarino, two residents interested in the Library Trustee opening.

- Ken mentioned the online Strategic Plan is missing a page. Kathy will get this corrected.

Treasurer's Report: (see attached)

- Andrea is back working part time. Her salary line figures match Ted's.
- Our salary line is now \$269.98 over. Kathy will get this balanced by the end of the year.
- We have not received our construction grant money from the State.

Motion made by Lisa to accept the Treasurer's Report. Emilie was second. Motion carried.

Payment of Bills: (see attached)

- We paid \$2,150 to Meyers Electrical for the well which will be reimbursed next year.

Motion made by Becky to accept the Payment of Bills. Jodi was second. Motion carried.

Standing Committee Reports:

Personnel Committee (Becky, Lisa, John): We had the first reading of the new Director's evaluation.

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

- The revised budget is completed.
- The holiday pay will be added to the Town's budget.

Emilie made a motion to accept the changes to the 2023 budget. Becky was second. Motion carried.

Policy Committee (Lisa, Jodi, John):

- John presented two different Conflict of Interest Policies. Lisa will send him the new format and we will have the 1st reading at the January meeting.

Aesthetics Committee (Lisa & Kathy)

- We discussed a display case and bench. Lisa will take the measurements outside to make sure what we decide on will fit.
- The letters are on the front door. We discussed putting titles and spine labels as well.
- The library moved from the Town Hall to the Church in 2013.

Old Business:

Building and Maintenance:

- The town is waiting for the sediment to clear before testing the water again. At that time they will decide if we need to add filtration system.
- We need to look at the floor plans to determine if a spigot at the front of the building is an option.
- We also discussed a rain water collection barrel. Becky will check with Cornell Cooperative Extension for any other water collection suggestions.
- The parking lot should be resurfaced in the Spring.
- We need to discuss the security camera installation further. We need to have a formal policy on retention of the video and who is authorized to view it. Jodi will look into this and possibly consult the town attorney.
- Kathy has contacted Rawdon to investigate getting Microsoft email accounts. Marion's email will go to the new trustee.

New Business:

Trustee Position:

- We received applications from Lynn Warner Kerr, Ken Guarino, Jessica Cole and Ashley Wood for the new trustee position. Lisa made a motion to go into Executive Session to discuss which candidate we would recommend to the town. Emilie was second. Motion carried. After much discussion, Marion will recommend Lynn Warner Kerr to the town board.

The proposed slate of officers for 2023 will be Lisa Raymond for President, Emilie Wright for Vice President, Ted Borys for Treasurer, Becky Waldenmaier for Secretary.

Director's Report: (see attached)

We need to have a new Strategic Plan in place by the end of 2023.

DLD (Division of Library Development) want us to think about construction projects for the next five years. Kathy suggested solar panels, new windows, a new front entrance, a gazebo, and a safe walkway from the school to the library.

Friend's Report:

There was no December meeting.

Meeting Adjourned @ 8:37 pm. Ted made a motion to adjourn. Jodi was second. Motion carried.

Submitted by: Lisa Raymond, Secretary

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

	Jan - Dec 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	212.96	200.00
Individual Patron Contributions - Other	304.01	289.12
Total Individual Patron Contributions	516.97	489.12
Non-profit Organization Contrib	420.22	400.00
Total Direct Public Support	937.19	889.12
Government Grants		
E-rate reimbursement	7.71	
LLSA Funding	1,429.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	3,063.00	3,366.00
Town of Berne Direct Pay - Other	40,039.21	44,000.00
Total Town of Berne Direct Pay	43,102.21	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	52,802.21	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
Total Local Government Grants	59,902.21	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	61,339.12	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	154.88	100.00
Book Sales	64.00	25.00
Coffee	4.00	25.00
Fax Revenue	150.10	100.00
Library Fines		
E-commerce payments	81.35	100.00
Library Fines - Other	16.70	
Total Library Fines	98.05	100.00
Miscellaneous Revenue	264.67	50.00
Photocopying Revenue	544.55	350.00
Total Other Types of Income	1,280.25	750.00
Unexpended prior year funds		3,698.00
Total Income	63,556.56	90,059.00
Gross Profit	63,556.56	90,059.00
Expense		
Advertising		500.00
Construction	2,150.00	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 December 2022

	Jan - Dec 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	1,277.10	1,275.00
Total Equip Rental and Maintenance	1,277.10	1,275.00
Equipment Purchase	430.90	1,200.00
Total Facilities and Equipment	1,708.00	2,475.00
Operations		
Books & Reference Materials		
Books on CD	119.99	50.00
E-content	2,771.53	2,500.00
Magazines	429.95	350.00
Software Applications	774.93	150.00
Videos	842.21	900.00
Books & Reference Materials - Other	3,154.01	5,100.00
Total Books & Reference Materials	8,092.62	9,050.00
Cleaning Supplies	121.32	100.00
Postage, Mailing Service	268.52	250.00
Printing and Copying	168.21	700.00
Supplies	402.79	650.00
Telephone, Telecommunications	2,544.25	1,900.00
UHLS Service Dues	2,478.74	2,600.00
Total Operations	14,076.45	15,250.00
Other Types of Expenses		
Memberships and Dues	320.00	225.00
Other Costs	20.98	
Total Other Types of Expenses	340.98	225.00
Programs		
Adult Events	60.00	300.00
Children & Young Adult Programs		
Graphic Novel Grant	20.16	
Summer Reading	194.42	250.00
Youth, General	100.68	
Children & Young Adult Programs - Other	271.43	300.00
Total Children & Young Adult Programs	586.69	550.00
General Patrons	75.55	
Total Programs	722.24	850.00
Salary	40,039.21	44,000.00
Taxes		
FICA	3,063.00	3,366.00
Total Taxes	3,063.00	3,366.00
Travel and Meetings		
Conference, Convention, Meeting	371.00	800.00
Travel	55.68	240.00
Total Travel and Meetings	426.68	1,040.00
Total Expense	62,876.56	90,059.00
Net Ordinary Income	680.00	
Net Income	680.00	

December 8, 2022 – Payment of Bills

➤ Bills

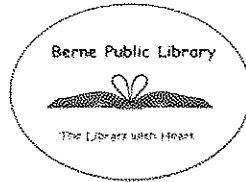
- MidTel (internet, phone): \$142.30
- National Business Leasing (printer lease): \$110.32
- National Business Technologies (fuel surcharge): \$7.00
- NBT credit card (4 DVDs, stamps, email): \$348.40
- Meyers Electrical (well): \$2,150
- Upper Hudson Library System (Bookpage): \$54.00
- Baker & Taylor (31 books, 1 CD): \$469.83
- Kathy Stempel (NYLA convention, youth & adult program supplies): \$99.59

8:02 AM

12/08/22

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,431.22
Cleared Transactions						
Checks and Payments - 3 items						
Check	11/03/2022	1100	Baker & Taylor	X	-360.71	-360.71
Check	11/10/2022	1097	MidTel	X	-142.30	-503.01
Check	11/10/2022	1099	Cardmember Service	X	-108.11	-611.12
Total Checks and Payments					-611.12	-611.12
Deposits and Credits - 1 item						
Deposit	11/03/2022			X	227.15	227.15
Total Deposits and Credits					227.15	227.15
Total Cleared Transactions					-383.97	-383.97
Cleared Balance					-383.97	22,047.25
Uncleared Transactions						
Checks and Payments - 1 item						
Check	11/10/2022	1098	National Business L...		-110.32	-110.32
Total Checks and Payments					-110.32	-110.32
Total Uncleared Transactions					-110.32	-110.32
Register Balance as of 11/30/2022					-494.29	21,936.93
New Transactions						
Checks and Payments - 8 items						
Check	12/08/2022	1105	Meyers Electrical		-2,150.00	-2,150.00
Check	12/08/2022	1107	Baker & Taylor		-469.83	-2,619.83
Check	12/08/2022	1104	Cardmember Service		-348.40	-2,968.23
Check	12/08/2022	1101	MidTel		-142.30	-3,110.53
Check	12/08/2022	1102	National Business L...		-110.32	-3,220.85
Check	12/08/2022	1108	Kathleen Stempel		-99.59	-3,320.44
Check	12/08/2022	1106	Upper Hudson Libra...		-54.00	-3,374.44
Check	12/08/2022	1103	National Business T...		-7.00	-3,381.44
Total Checks and Payments					-3,381.44	-3,381.44
Deposits and Credits - 1 item						
Deposit	12/02/2022				97.44	97.44
Total Deposits and Credits					97.44	97.44
Total New Transactions					-3,284.00	-3,284.00
Ending Balance					-3,778.29	18,652.93



December 2022 Director's Report

Appreciation Night: The program was well attended with 17 participants. All enjoyed finger foods and a slide show.

Director's Association: The DA met virtually on Dec.2. Starting out with a welcome to Patrick Wynne as the new director of Rensselaerville Library.

Tim Burke, director of UHLS, mentioned that libraries need to float the construction grant money until the State releases the checks. DLD (Division of Library Development) would like libraries to think carefully about needs of construction projects for the next five years. Do not think about cost, concentrate on ideas and needs. My ideas are solar panels, a second floor with work/study cubicles, a gazebo, a new entranceway, a safe walkway from the school to the library and energy efficient windows.

Other information from UHLS...

- Expedition to 36 libraries (last Expedition was popular) - April 3 to July 31
- System wide spelling bee
- UHLS book club

All members agreed to start meeting in-person every other month with a virtual option.

Festival of Trees: Look for the Library and Friends's tree at the Knox Town Park. Sponsored by Helderberg Family and Community Organization, the trees will be up until just after New Years.

Econtent: [Overdrive/Hoopla](#)

Hot Spots: Our four SmartSpots have been circulating regularly.

Parade: The holiday vehicle parade will be on Sunday, December 11. It will start at 4:30 at the Heldeberg Bluestone and finish at the Berne Town Park. If anyone wants to help with decorations on a car please let me know, ASAP.

Policies: I copied a list of policies, titles not details, from the New York Public Library. Copies are available. There are a few policies we have not visited before.

Well Water: The water is taking awhile to settle with sediment still evident. Waiting to hear about a water test to see what kind of filter we need.

Youth Services

New (old) Program: In the past, we provided a pre-pandemic Pokemon club that was well received. Now, back by popular demand, starting Saturday, December 17 we will resume the sought-after Pokemon program. We could also look into this as being an afterschool program.

Polar Express Movie and Pajama Party: The library will be showing an interactive version of the Polar Express to include train tickets, bells and other activities. The program is scheduled for Friday, December 6 at 5 pm.

Homeschool Hangout: Melissa Borys was well received with the presentation about the NOVEL database with emphasis on homework help.

Musical Inventions: Friends of the Library is sponsoring this program with donations from Music in the Park. On December 29, during the holiday vacation, kids ages 7-11 are invited to make musical instruments. Teaching artist Kathy Ceceri will use science to design instruments. She is the author of books that teach science with engineering, arts and crafts that really work. The program is limited to 15 participants.

Gladly submitted by
Kathy Stempel, Director