

Berne Public Library
Minutes of the Board of Trustees' Meeting – April 13, 2023

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

Meeting called to order at: 6:35pm

Opening Business:

- Roll Call
 - Board of Trustees and Library Director:
 - Present: Walter Galicki, Lynn Kerr, Kathy Stempel, John Valachovic, Emilie Wright
 - Participated Remotely: Lisa Raymond, Ted Borys
 - Absent: Jodi Ebel
 - Public: Attending: Sandra Kisselback
 - Participated Remotely: Marion Burghart
- Adoption of agenda – changes to agenda: None
- Motion to adopt: John Second: Lynn Motion carried
- Secretary's Report for March 9, 2023 – changes/corrections: None
- Motion to approve: John Second: Lynn Minutes approved (see attached)
- Correspondence: None
- Public Comment: Sandra expressed disappointment about using assessors' office as an office for the library director. Suggested that it would better meet the library mission if used for something that would directly benefit the needs of the community if used for a direct community purpose such as an area for reading, research, tutoring or study. Also suggested that the library have a community celebration to introduce programs or improvements new to the library.
- Treasurer's Report for April 13, 2023 – no Treasurer's Report. Treasurer's Report will be reviewed in May.
- Motion to approve: --- Second: ---

Payment of Bills:

See attached.

Motion to approve: Emilie Second: John Motion approved

Standing Committee Reports:

- Personnel Committee (Lisa, John & Lynn) – no report
- Finance & Budget Committee (Ted, Lisa, Emilie & Kathy): need to do 1st quarter audit
- Policy Committee (Jodi, John, Lisa): Review financial policies. Conflict of Interest Policy – John will look at financial policies; will reach out to Jodi re Conflict of Interest policy

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) – lighted display case, bench, foyer, gazebo, and office – Discussed bench and display case. Lisa will bring photos of possible choices to the next meeting. Suggestion was made that a less expensive bench can be purchased and town workers will secure it to the ground.

Old Business:

- Building and Maintenance involving the Town:
 - Water supply – filter still needs to be installed. Will still need some plumbing done, but installation will cost less than previously estimated. Kathy will ask Jason Preisner (engineer) for an explanation of costs.
 - Parking Lot – to be completed this spring – Town will fill in trench. Kathy will explore steps necessary to get parking lot sealed, will follow appropriate process and will hire someone to do sealing. A volunteer has been identified to paint lines. Kathy will follow up on that once sealing is completed.
 - Landscaping – spigot (need floor plan of library)
 - Security camera – update: will be installed next week on the south door overlooking the parking lot.
 - Construction Grant – update: will be using construction grant to pay for water filter and installation. Kathy will find out when applications for new grants are due. Board will discuss ideas to be included.
 - Narcan – Catholic Charities put up a Narcan box in the back hall of the library by the AED. Narcan training will be held at the library on April 26, 2023 at 6.30pm.
- Other Items
 - Fmail accounts - Microsoft update – Kathy will set up Walter's email. Emilie is still unable to

- New Trustee Training – Kathy will contact Tim Burke to come to the May 11, 2023 BOT meeting. Suggestion was to start early to do new trustee training and then to help BOT troubleshoot problems.
- Sexual Harassment Training – BOT members needing training were asked to contact Kristin De Oliveira, Town Clerk (518-872-1448) for the link. Walter, Lynn and Jodi need to complete training or provide certificate documenting completion.

New Business:

- NYLA due and discuss annual report for UHLS – Kathy will pay with library credit card.
- Printer Company – Kathy is negotiating agreement.
- Shredding Day with Westerlo and Rensselaerville – Kathy will contact Amy in Westerlo.
- Memorial Day Parade – Kiwanis contacted library assuming that there will be a library float. No theme has been shared with library yet. Kathy will contact individuals about providing a wagon and pulling it for the parade.
- Computer classes – Kathy will investigate the possibility of having classes for BOT in using Word, Excel, and SharePoint, and the possibility of providing the same to interested members of the community.

Director's Report:

- Library facilities, programs and activities, including website, must be ADA compliant.
- Kathy gave overview of Annual Report.

Friends of the Berne Library (FOBL) Report:

- Sponsoring an author visit for which FOBL paid \$300.
- Made \$1537 on book sale.
- Bowls for Books: Elementary art teacher will help with bowls. Ice cream social will be on July 7 at Town Park.
- Hilltown Directory is being developed.
- FOBL is sponsoring a Hilltown Players Dessert Theater on Friday, May 5. Cost is \$10.
- There will be a presentation at Heldercon on September 30.
- Music in the Park:
 - Discussed having one session at Knox Park.
 - Discussed having a donation bucket for bands since they are not paid to perform.
 - Discussed having line dancing with a fee charged for lessons – no decision.
- Seed Library:
 - Is open for people to get seeds.
 - Looking to do a garden tour in August.
- Book Walks:
 - There are new book walks at the Berne and Knox Town Parks.
 - The book walk at the Emma Treadwell Center is being redesigned.

Meeting adjourned at 8:23pm.

Next meeting is May 11, 2023.

2023 March Trustee Meeting

Director's Report

DA Meeting: The directors association met virtually on Friday, March 3rd.

- Upper Hudson Library System wants to remind you there is training for trustees available. You can access the training on the UHLS website. They have restarted the trustee handbook book club if interested. You can attend one or all meetings.
- It was announced that 4 library systems have joined with UHLS to share their E content with all their patrons.
- One director reminded members that staff are required not to give their opinion on political, hot topics or local issues while working at the library circulation desk. Staff can politely say they "can discuss issues in their own time after work". The library should have a neutral stance on issues.
- Expedition to 36 libraries will be starting in April and going through July.

Microsoft 365: As of February 28, we have closed the Google account and are now communicating with Outlook emails. There have been several learning issues that I need to go over. One problem I am having is contacting people who were in my contacts before the migration. For instance, sending the weekly article to Altamont Enterprise used to be a few clicks on the email. However, now I can't seem to send the document from where it was sent to me. I am looking into a short lesson for all who need it from Ted Borys.

Annual Report: The Berne Public Library's report is in the queue to be reviewed. If we are lucky, we will have it for Trustee review at the March meeting.

2nd Sub: Ann Hein has volunteered to help out at the circulation desk.

OPAC: The library has reduced one desktop. We now have 5 patron computers. There is a dedicated desktop for online public access catalog use.

Assessor's Room: I have received some very good ideas for the sudden extra room we have and would like to share them with the trustees. There is some furniture that needs to be disposed of or reused.

Community Pantry

Reading/Quiet Room

Research Room

Tutoring Space

Director's Office

Advocacy: Unfortunately, Lynn and I were unable to attend this year's Advocacy Day. There was a small contingent of people representing UHLS libraries. Tim Burke, UHLS director, thought the day was successful. Our Assemblyperson, Chris Tague, was not available that day so there will be a rescheduling date. If you would like to send a generic letter, go to the link or copy and paste it into address tool box.

[#LAD23 Take Action Campaign \(oneclickpolitics.global.ssl.fastly.net\)](https://oneclickpolitics.global.ssl.fastly.net)

Well: The town will be putting the price of a water filter up for a vote at their next board meeting.

Libby Digital Content: Overdrive has been discontinued. Patron's will have Libby and Hoopla for access to digital content.

Yearbook: The BKW yearbook has been ordered through the art teacher, Mrs. Empie.

National Printing: I met with two new guys from National Printing and they are going to take off \$7.00 surcharge on future bills with them. They wanted to know how their service was. I asked them about printing from the phone and they said they will get back to me with more information.

Emergency Connectivity Fund: We have a commitment letter from ECF stating that up to \$2,575.00 will be used to purchase 5 devices with data that will be shipped out from our vendor, Kajeet. These devices will help homeschoolers and patrons with their internet access. Kajeet will be reimbursed through the grant.

Upcoming Programs:

- March 15 Spelling Bee 6:00
- March 25 9-4 Book Sale
- March 27 @ 6:30 Adult Craft Bunny Pot
- April 3 @ 6:00 Cancer Awareness
- April 11 @ 6:00 Children's Author/Illustrator Logan Kline

Youth Services:

- Homeschool families were able to enjoy a kit from UHLS called Makey Makey. This kit provides different computer components to hook up to like say a banana, paper or whatever you place in the clips. The clips make it so you can use your choice as a keyboard. My goal is to have available different kits from UHLS during the homeschool sessions. A few homeschoolers tried their hand at sewing little stuffy animals the library provided.
- We have had our second Library Outreach at Thacher Park visitors center. We have partnered with Becky from Emma Treadwell to provide a storytime with a craft. The park also provided a book giveaway to the participants.
- Pokémon meetings are going along smoothly. Not many attended the last meeting, we think, because of vacation week.
- Upcoming program – Iron Chef April 12

Submitted by

Kathy Stempel, Director

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

	Jan - Apr 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	769.56	500.00
Total Direct Public Support	769.56	500.00
Government Grants		
LLSA Funding	143.00	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	926.74	3,467.00
Town of Berne Direct Pay - Other	12,114.30	45,320.00
Total Town of Berne Direct Pay	13,041.04	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	22,741.04	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	30,241.04	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	30,384.04	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	38.95	100.00
Book Sales	21.60	25.00
Coffee		25.00
Fax Revenue	27.40	150.00
Library Fines	3.40	
Miscellaneous Revenue	3.00	50.00
Photocopying Revenue	197.07	350.00
Total Other Types of Income	291.42	700.00
Total Income	31,445.02	84,869.80
Gross Profit	31,445.02	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	453.48	180.20
Equip Rental and Maintenance - Other		1,220.60
Total Equip Rental and Maintenance	453.48	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	1,052.47	2,600.80

April 13, 2023 – Payment of Bills

- Bills submitted by Ted in absentia
 - National Business Leasing (printer lease): \$117.00
 - NBT credit card (5 DVDs, email): \$143.97
 - Baker & Taylor (20 books): \$295.66
 - National Business Technologies (fuel surcharge): \$7.00
- Bills submitted by Kathy at the meeting
 - MidTel (internet, phone): \$142.32
 - Upper Hudson Library System (UHLAN Q2, e-content): \$2,114.01
 - Baker & Taylor (4 books): \$48.04
- Additional information
 - LLSA check deposited

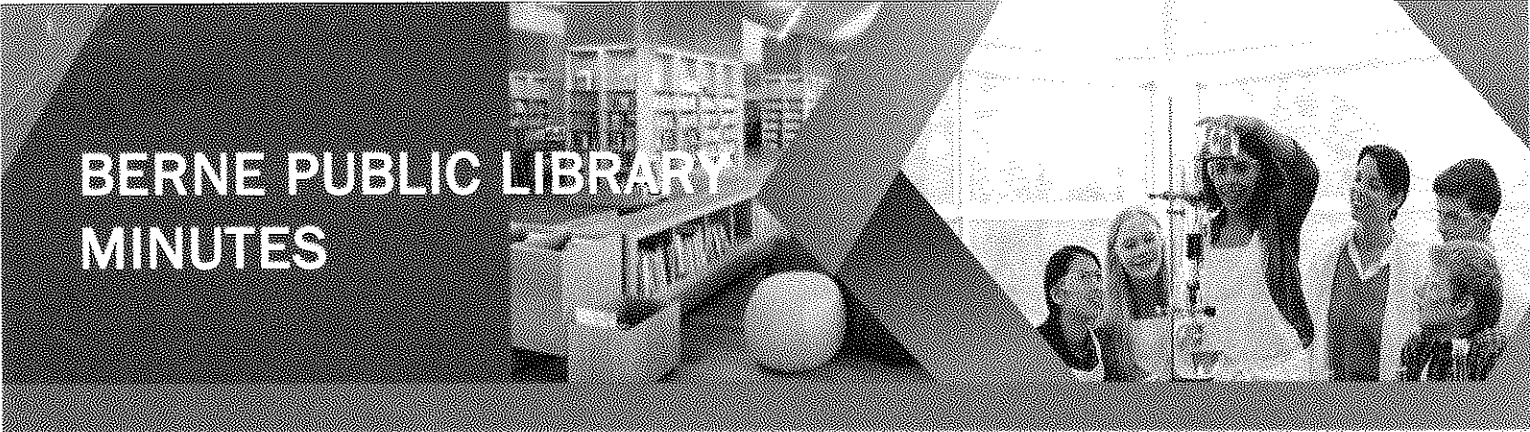
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2023 April Bills that came in after Ted processed the first round

- UHLS – Invoice # 23-169, Hoopla Q1 \$290.88
- UHLS – Invoice # 23-137, 2nd Qtr UHLAN fee \$632.00
- UHLS – Invoice # 23-071, Q1 Hoopla \$250.19
- UHLS – Invoice # 23-048, 2023 ERO Contribution \$940.94
- Baker & Taylor – Invoice # 5018258608 \$47.97
- MidTel – Invoice # 10325666 \$142.32

Total \$2,304.30



BERNE PUBLIC LIBRARY MINUTES

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

Date: February 9, 2023

Time: 6:37pm

Facilitator: Lisa Raymond

In Attendance

Lisa Raymond, Ted Borys, Jodi Ebel, Lynn Kerr, John Valachovic, Emilie Wright

Also In Attendance

Kathy Stempel, Library Manager, Marion Burghardt (Friends of the Library) via zoom, Dan O'Connell

Secretary's Report: (see attached)

Motion made by Emilie to accept the Secretary's Report as corrected, seconded by Ted. Motion carried.

Public Comment:

None

Treasurer's Report: (see attached)

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

Payment of Bills: (see attached)

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

Standing Committee Reports:

Personnel Committee (Lisa, Lynn, John): Director's Evaluation distributed, completed evaluations need to be returned via email (or in a sealed envelope at the Library) by February 25 to Lisa. Personnel committee will meet on February 27 at 6:30pm at the Library.

Policy Committee (Jodi, John, Lisa) – Policies will begin to be stored as PDFs. Kathy will check with Rowden regarding where these documents can be stored -

Aesthetics Committee (Lisa & Kathy) – Continuing to work on display cases and new spaces vacated by the town. Lisa will confirm with Dennis P that the Assessor's room is now Library space.

Old Business

Building and Maintenance

- Kathy working with Dennis Ryan regarding installing security camera. Other items (Parking lot, water supply, landscaping) will wait until spring.
- Email accounts – Lynn needs to remember her password and sign on.
- Moving forward in order to receive holiday pay the Library must be closed for all holidays (cannot pick and choose).
- Marion and Becky luncheon – Lisa talking with folks at Beef and Brew – Chuck Batcher would like to attend. Lisa will contact Joanne Brady. Jim Burghardt and George Waldenmier also invited. Looking at February 18 or March 4.
- Sexual Harassment Training – online training – Kathy still investigating whether it is mandated for trustees.

New Business

- New Trustees – Bylaws indicate that board members need to be Berne residents. Charter with DLD is for "Town of Berne" Library. Is it worth exploring if residents from the town of Knox could potentially be Library Board members? Lisa will talk with Dennis Palow and explore further. At this time no one is being recommended to the town board to fill the open position. Kathy and Lynn will work on advertising for the open position.
- Webinar Core Training – Tim Burke might be able to provide training for trustees here.
- UHLS Report – Kathy working on the annual report

Director's Report

- Governor's proposed budget cuts funding to Libraries. Kathy encouraged participation in Advocacy Day on the 28th of February.
- UHLS is sunsetting audiobooks – collection will continue to rotate for now.
- Rowden wants to migrate from Google to Microsoft before March 1st. Email addresses will remain the same.
- Christine Freer has applied to be a substitute library cler
- 29 kids participated in homeschool meeting.

- Reviewed upcoming events

Friends Report

- Photo Entries displayed in the library. Reception March 4 10am
- Seed Library up and running
- Book Sale will be on March 25. Volunteers needed
- Bowl for books this summer
- Amazon smiles no longer running
- Back door of the library will be painted by a volunteer
- Possible bus trip in the future to the NYPL with a possible garden tour.
- Next meeting March 1, 7pm.

Motion made by John, 2nd by Lynn to move to executive session. Discussed trustee candidates.

Motion made by Ted 2nd by Lynn to exit executive session.

Next Meeting

Motion made by Emilie seconded by John that the meeting adjourn. Meeting adjourned 8:37pm.

The next meeting will be held on March 9 at 630pm at the library.

Respectfully submitted,

Jodi A. Ebel

Secretary