

**Berne Public Library
Board of Trustee's Agenda**

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

October 9, 2025

Meeting called to order at _____

Introductions & Roll Call:

Trustees present:

absent:

Members of the public:

Adoption of agenda (any changes/additions should be made at this time)

Public Comment

Secretary – Minutes from September meeting

Treasurer

- Treasurer's Report for October
- Payment of Bills

Standing Committee Reports:

- Personnel (Lisa, Lynn, Jodi) – Director Evaluation in Feb.; Hiring Lauren Smith—2 hrs. per wk.; babysitter for children's programs?
- Finance & Budget (Ted, Emilie, Kathy HB, Kathy S) – 2026 Budget, 3rd Quarter audit completed
- Policy (Jodi, Emilie & Walter) – Virtual Participation Policy next
- Technology (Walter, Kathy S)

Committee Reports:

- Aesthetics (Lisa, Kathy S, & Lynn) – teen area—survey at Heldercon; broken window; frames for posters (Friends); rug for history area (Friends)
- Open Meeting Law (Ted, Lynn, Emilie) – By-Laws – posted?

Business:

- \$5,000.00 grant – furniture for teen area; 85" TV?
- Construction grant update (deadline 6/30/2027) – use for new furniture for teen area?
- Knox Liaison – review document; confirm appointment of Liz Helf
- Trustee Board Members – recruiting three (3) more trustees – have two (2) applications
- Water system

Director's Report

Friend's Report

Meeting adjourned at _____ **Next Meeting is November 13, 2025, 6:30 pm**

Reminders:

- UHLS sexual harassment training/NYS 2 hour trustee training 2025
- Review By-Laws and Open Meeting Law
- Review reading materials to be discussed prior to board meeting

Berne Public Library October 10, 2025 - Minutes

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

October 10, 2025

Meeting called to order at 6:31pm

Roll Call:

Present: Lynn Kerr, Jodi Ebel, Kathy Hill-Brown, Ted Borys, Tom Walls

Absent: Lisa Raymond, Emilie Wright, Walter Galicki,

Also Present: Marion Burghart, representing the Friends of the Berne Library, Kathy Stempel, Library Director, Susan Gardner candidate for the Board, Liz Helf, Knox Liaison.

Adoption of agenda – Motion made by Kathy HB, 2nd by Ted to accept the agenda as posted.

Public Comment - None voiced

Secretary – Motion made by Jodi, 2nd by Tom, that the Secretary report be accepted. Carried.

Treasurer

- The treasurer's report was reviewed. Motion made by Jodi, 2nd by Ted to approve the report as presented. Carried.
- Payment of Bills – The bills were presented for payment. Motion made by Tom, 2nd by Ted to pay the bills. Carried.

Standing Committee Reports:

- **Personnel** (Lisa, Lynn, Jodi) – The Director's evaluation is due in February. The Personnel committee will meet soon.
- **Finance & Budget** (Ted, Emilie, Kathy HB, Kathy S) – 2nd quarter audit is complete. A budget meeting will be held prior to the next Board meeting to develop a budget for the next calendar year.
- **Policy** (Jodi, Emilie & Walter) – Jodi continues to update saved policies. We need to prioritize creating a tutoring policy. A discussion of teen behavior in the library followed. Students have been coming to the library between dismissal and sports practice and have not been following our policy on public behavior. Jodi will augment the behavior policy to include teen related bullets.
- **Technology** (Walter, Kathy) – Walter donated a usb hub to use with the new computers.
- **Aesthetics** (Lisa, Kathy S, & Lynn) – The meeting room window has been replaced. The Breitenbach pictures have been framed.

Business:

- \$5000 grant – Kathy will look at 85" TVs on black Friday. Her credit limit will need to be increased.
- Kathy and Lynn have looked at furniture for the teen area – discussed the possibility of tier seating. Kathy will consider enlarging the Behavior policy (when updated) and having it framed.
- Kathy will contact the ADA door company to see what needs to be done as they do not work properly.
- Reviewed the responsibilities of the Knox Liaison with Liz Helf.
- Four individuals are interested in becoming a trustee. Marion Burghart, Amy Santandrea, Susan Gardner, and Aurora Cookhouse.
 - Susan attended the meeting and introduced herself.

Berne Public Library

October 10, 2025 - Minutes

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

Director's Report

- Hoopla was discussed once again at the Director's Association Meeting. Some libraries are eliminating out of system library card holders from using Hoopla.
- There are electrical issues in the building. The GFI outlet near the water fountain keeps tripping. The town maintenance crew is aware.
- The library was awarded a mini grant for a hygiene dispenser which will be hung in the bathroom.
- Summer reading statistics were reviewed. A total of 74 participants registered and attended 22 programs during the summer.
- Baker & Taylor going out of business. Kathy is looking at other options.
- Various other events are scheduled – please see attached report for further details.
- Kathy presented a slide show of the 2024 annual report.

Friend's Report –

- Heldercon was well attended.
- Frames for posters were purchased and 2 posters will be displayed at a time.
- Shelving and lights purchased for the shed.
- An easel was purchased for storytime.
- A mitten tree will be placed in the lobby for the holiday season
- Photography contest will be held in February 2026

Motion made by Ted, 2nd by Kathy HB that the October meeting adjourned. Carried. Meeting adjourned at 8:12

Reminders:

- UHLS sexual harassment prevention training/NYS 2-hour trustee training 2025
- Review reading materials to be discussed prior to board meeting



2025 October Trustee Meeting

Director's Report

Director's Association: The director's had another big discussion about Hoopla. This time the talk was about limiting content to individual library's patrons only. For instance, out of system patrons with library cards would be restricted from using the content.

Vega, the mobile app, has had a shaky start. The public interface has not been user friendly. They are in the process of fixing the problem. Possibly putting up our own library branding.

Building Maintenance: There has been an electrical problem along the wall where the mini fridge is placed. Apparently, the water fountain has been tripping the GFI outlet shutting down the electric. The water filter unit is out of order again. Apparently, the fine particles block the UV device causing the alarm to go off and shutting off all filtered water.

Hygiene Dispenser: 10 libraries in the UHLS system were awarded a hygiene dispensers. Berne is one of the mini grant recipients. We will be getting a dispenser with more than enough supplies for our patrons needs.

Purchases: A children's easel has been purchased for storytime use. The Friends of the Berne Library has offered to reimburse us the cost.

Marketing: \$25 went to the B-K-W Boosters to advertise the library in their winter sports booklet. I sent them the magnet that has the hours and contact information.

Pumpkin Contest: Bring your decorated/carved pumpkin to the library on Oct. 18 at 2:00 for a pumpkin contest. Prizes will be donated by the Friends of the Library. Most creative age categories are...

Adult - \$20.00

6-18 - \$20.000

0-5 – Special toy prize

Trustee Search: There are four interested candidates for the trustee position.

Marion Burghart

Amy Santandrea

Susan Gardner

Aurora Cookhouse

Creepy Night @ the Library: I am looking for a few characters to dress up for our mystery event on Oct. 24 at 6:30.

Youth Services:

Summer Reading Stats: Participants

0-5, 22 registration – 10 programs – 114 attended

6-11, 28 participants – 8 programs – 79 attended

Teen 12-18, 2 participants – 2 programs – 7 attended

Adults, 22 participants- 2 programs – 15 attended

After School: There has been a big influx, up to 10, young students hanging out at the library after school. Most of them are waiting for their sport to begin, some just need a place to go. We have asked them to stay in the community room and the tutor has been working out of the corner of the library. A few of the students have gotten rambunctious. When you get a few that do not respect the library or the staff, I have to break out the behavior policy. I am giving out verbal warnings and then I will give out written warnings. If it continues they will be banned from the library for six months.

Storytime: Lauren has been doing a great job with the toddlers at storytime. She brings in a fresh look at what our 5 and under could use to increase their literacy and social skills.

Respectfully submitted by,

Kathy Stempel