

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.

February 12, 2026

Meeting called to order at _____

Introductions & Roll Call:

Trustees present:

absent:

Also present:

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

Public Comment

- Knox Liaison
- Other

Secretary – Minutes of January meeting

Treasurer

- Treasurer's Report
- Payment of Bills

Reports of Standing Committees:

- Personnel (Lynn, Amy, Aurora) – Director Evaluation forms due Feb 5
- Finance & Budget (Emilie, Tom, Susan, Kathy HB, Kathy S) – update on 2026 Budget, 4th Quarter audit due
- Policy (Jodi, Amy, Lynn, Emilie) – 2nd reading of Tutoring Policy and Behavior Policy?; Virtual Participation Policy is in the queue
- Technology (Aurora, Tom, Kathy H-B, Kathy S)
- Aesthetics (Lynn, Susan, Kathy S) – rug for history area (Friends); updating, enlarging, framing, and hanging Behavior Policy in teen area

Business:

- Trustee luncheon for Lisa, Ted, and Walter - Saturday, February 21, 12:00n, Maple on the Lake – RESCHEDULE?
- BKW Yearbook ordered?
- Annual Report:
 - Review and approve; submit to UHLS
 - Annual Report Pamphlet
- Comptroller Report status
- \$5,000.00 grant – How much money is left after 85" TV & accessories?
- Construction grant update (deadline 6/30/2026) – new furniture for teen area, more lighting in parking lot?
- Status of ADA door controls
- Trustee Board Members – update on status of search for replacement for Walter
- Water system

Director's Report

Friend's Report

Meeting adjourned at _____ **Next Meeting is _____, 2026, 6:30 pm**

Reminders:

- Prior to each board meeting, please review agenda and materials to be discussed
- UHLS sexual harassment training/NYS 2 hour trustee training 2026
- Review By-Laws and Open Meeting Law



Berne Public Library

2026 February Trustee Meeting

Director's Report

UHLS Director's Association:

The Annual Report, for now, will be added to an excel sheet until Division of Library Development creates a home for all libraries to access it. One of the test question, besides the new policy questions, will be about disaster preparedness, which we have. The deadline to complete the report to UHLS is March 3 and DLD is April 11.

There is a new handbook out for directors and UHLS will be starting a director's book club soon. The trustee book club will be March 13.

Advocacy Day was a success because of the many people who were there showing their support. Some of the key talking points were increasing funds for library construction, NOVELny, operating aid, cultural education, and material fees.

Update on Construction: The town Engineer brought over several replacement parts for the water system. Maintenance staff will be installing the parts soon. Dan O'Connell will be installing extra lighting on the back of the library building.

NY Heritage Digital Collection: Christine, Sandra, Donna, and I received training on how to use Meta data for our work in digitalizing local history. As soon as we get a few projects online, we will be reimbursed for the scanner purchase and items that go with this project from Capital District Library Council.

Budget Line Proposal: I suggest we add a designated hospitality line to cover cost of, for instance, a customary lunch to a retiring trustees. Maybe add some wording to the Bylaws.

Trustee Training: Registration link to the virtual CORE trustee training is Wed., March 4 at 6:30. The plan is to Zoom the training at the library. Let me know if you need assistants with registering.

https://docs.google.com/forms/d/e/1FAIpQLScCbleyguhgNwA_tztibK9Jn4CjyoTFPL6au2JuFZsQ9WOceQ/viewform?pli=1&pli=1

Hoopla: We have reduced our item checkouts from 4 to 3 monthly items. Due to rising cost, many UHLS libraries are dropping Hoopla altogether.

Book Purchasers: We are still looking for a publishing company to acquire our books. Some of the companies we have investigated were Ingram, Barnes and Noble, and Amazon. UHLS has organized a group meeting with Author's Note, a company that some libraries have had success with.

Youth Services

BKW: The library has partnered with the BKW's PTA with their Parents as Reading Partners (PARP) program. We are providing 3 dates to have students come to the library and have a silent book club. A silent book club is where participants read quietly with no pressure to discuss what they are reading.

TYCttLD-Magic Show: Saturday was one of the coldest days of the winter, with the high winds and blowing snow. Ron Cain, the magician and I decided to have the show despite the weather. Ten minutes to show time no one had arrived. At close to 3:00, we had 21 people walk through the door to be entertained by the great magic show. Afterwards, many of the children had fun with a library scavenger hunt.

SRP Workshop: Lauren and I attended the "Unearth a Story" summer reading workshop at Schenectady Public Library. Many dinosaur program ideas were presented. Also, there were several performers highlighting their activities for the summer theme.

March Madness: All March long participants can vote on their favorite Manga from 10 selected books.

Upcoming programs:

2/16 – Library closed for President's Day

2/18 @1 WMHT's Elmo's Birthday Storytime

2/19 @ 2:00 – Jr. Chef – ages 7-12

2/23 @ 6:00 – Adult Craft, Gnome bottle topper

2/26 @ 6:00 – Learn to Sew

3/1 @ 5:00 – Book Club

3/6 @ 6:30 – Open Mic Night

Submitted by

Kathy Stempel

Library Director

Berne Public Library
Board of Trustee's Meeting Minutes

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Berne Public Library

The mission of the Berne Public Library is to meet the needs of the community for
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Date: January 8, 2026

Meeting called to order at 6:37pm

Introductions & Roll Call:

Present: Emilie Wright, Susan Gardner, Lynn Kerr, Aurora Cookhouse, Amy Santandrea, Tom Walls, Jodi Ebel,

Absent: Kathy Hill-Brown,

Also present: Kathy Stempel, Library Director, Liz Helf, Ted Borys, Lisa Raymond

Adoption of agenda

Public Comment - none voiced

Secretary Motion made by Tom 2nd by Jodi Walter to approve the secretaries report as amended. Lynn Kerr, Aurora Cookhouse, Amy Santandrea, Susan Gardner abstained, Tom Walls, Jodi Ebel, Emilie Wright in favor. Motion carried.

Treasurer

- The treasurer's report was not received as Kathy was not in attendance. [Click or tap here to enter text.](#)
- Payment of Bills – The bills were not presented for payment as Kathy was not in attendance.

Standing Committee Reports:

- Personnel (Lisa, Lynn, Jodi) - Meeting to be scheduled to work on Director Evaluation
- Budget (Ted, Emilie, Kathy HB, Kathy S) - will be postponed.
- Policy (Jodi, Emilie & Walter) - 2nd reading to be completed at the February meeting. Kathy will look at the Behavior policy and make amendments to apply to our teens.
- Technology (Walter, Kathy S) -
- **Aesthetics** (Lisa, Kathy S, & Lynn) - The lobby furniture in the High School is similar to what Kathy is looking for – she will check it out to see if it would work.
 - Kathy will be going to Ocean State Job Lot to purchase a rug for the historical area – paid via the FOL. Once amended the Behavior policy will be enlarged, framed and hung in the teen area

A letter of resignation was received from Walter Gilecki effective 12/31/2025

Appointment of 2026 Standing Committees:

Personnel: Lynn, Aurora, Amy

Finance & Budget: Emilie, Susan, Tom, Kathy HB

Technology: Tom, Kathy S, Aurora, Kathy HB

Policy: Jodi, Amy, Lynn, Emilie

Aesthetics: Kathy S, Lynn, Susan

Berne Public Library

Board of Trustee's Meeting Minutes

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

Business:

- **\$5000 grant** – TV has been installed, along with soundbar and speakers. Lynn asked if we could use the big screen for the trustee training. Approximately \$1000 is left in the grant. Kathy will send a picture of the TV and furniture to the assemblyman with a thank you note.
- **Construction grant** - Kathy received a quote from Dan O'Connell for installing lights for the security cameras. Cost of labor \$650. This does not include the cost of the lights themselves. There is @\$1000 left in the grant which needs to be used by 6/2026. Kathy will talk to him about ensuring the lights point down.
- **ADA Doors** – The leftover money from the grant can go to ensure they work properly.
- **Trustee Board Members** - Amy, Aurora and Susan have joined the board. We will need a replacement for Walter.
- **Water System** – Town continues to provide water bottles. Well water remains non-drinkable. New supervisor is aware
- **Berne Public Library Trustee Calendar** distributed to all board members and director.

Director's Report

- Advocacy day is February 3
- 4 dates discussed for UHLS Core Training – there is also a possibility of doing a live training here (prior to a board meeting).
- HOOPLA – we will remove the comic section. We now have access to Comics Plus.
- WMHT Film Series – will begin in February on Wednesday afternoons (1pm)
- Digital Scanner has been purchased. For scanning historical documents etc. Will be reimbursed from the CDLC grant.
- Kathy and Lauren will attend the summer reading workshop in January – Unearth a Story is the theme for the coming year.
- Upcoming events reviewed

Friend's Report

- The mitten tree was a success with 117 items donated
- Photography contest entries will be displayed in the art gallery on January 31
- Book sale March 28 with drop off date on March 21
- Grant received for Seed Library

Motion made by Aurora 2nd by Lynn that the January meeting adjourn. Meeting adjourned at 7:48pm. The **Next Meeting will be on February 12, 6:30 pm**

Berne Public Library
Income & Expense Report (Budget vs. Actual) 2026
January through February 2026

	Jan - Feb 26	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
UHLS Association Grants	11,000.00	
Direct Public Grants - Other		1,000.00
Total Direct Public Grants	11,000.00	1,000.00
Direct Public Support		
Individual Patron Contributions	318.70	1,200.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	318.70	1,500.00
Government Grants		
E-rate reimbursement		30.00
LLSA Funding		1,500.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay	372.40	5,232.00
Berne Direct Pay FICA	4,868.02	68,391.00
Town of Berne Direct Pay - Other		
Total Town of Berne Direct Pay	5,240.42	73,623.00
Agency Grant - Town of Berne - Other		11,000.00
Total Agency Grant - Town of Berne	5,240.42	84,623.00
Agency Grant - Town of Knox		9,000.00
Total Local Government Grants	5,240.42	93,623.00
Total Government Grants	5,240.42	95,153.00
Other Types of Income		
Book Replacement		300.00
Book Sales	6.75	100.00
Miscellaneous Revenue		450.00
Photocopying Revenue	133.62	600.00
Total Other Types of Income	140.37	1,450.00
Total Income	16,699.49	99,103.00
Gross Profit	16,699.49	99,103.00
Expense		
Advertising		350.00
Contract Services		
Accounting Fees		360.00
Outside Contract Services	475.00	
Total Contract Services	475.00	360.00
Facilities and Equipment		
Equip Rental and Maintenance	223.44	2,000.00
Equipment Purchase	531.97	968.00
Total Facilities and Equipment	755.41	2,968.00
Miscellaneous Fees	(0.95)	

Berne Public Library
Income & Expense Report (Budget vs. Actual) 2026
 January through February 2026

	Jan - Feb 26	Budget
Operations		
Books & Reference Materials		
E-content	3,471.59	7,850.00
Magazines	104.80	450.00
Software Applications		50.00
Videos	240.56	550.00
Books & Reference Materials - Other	560.62	4,000.00
Total Books & Reference Materials	4,377.57	12,900.00
Cleaning Supplies		50.00
Postage, Mailing Service		250.00
Printing and Copying		300.00
Supplies	75.22	600.00
Telephone, Telecommunications	287.54	2,000.00
UHLIS Service Dues		2,762.00
Total Operations	4,740.33	18,862.00
Other Types of Expenses		
Memberships and Dues	145.00	400.00
Total Other Types of Expenses	145.00	400.00
Programs		
Adult Events		600.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading		250.00
Youth, General	267.47	700.00
Total Children & Young Adult Programs	267.47	990.00
General Patrons		50.00
Total Programs	267.47	1,640.00
Salary	4,868.02	68,391.00
Taxes		
FICA	372.40	5,232.00
Total Taxes	372.40	5,232.00
Travel, Meetings, and Training		
Conference, Meeting, Training	56.00	800.00
Travel		100.00
Travel, Meetings, and Training - Other	30.45	
Total Travel, Meetings, and Training	86.45	900.00
Total Expense	11,709.13	99,103.00
Net Ordinary Income	4,990.36	
Net Income	4,990.36	