

Berlin Free Town Library
Board of Trustees
Regular Meeting Agenda
April 7, 2025

Call to Order at 7:03 p.m.

Roll Call:

Present--Doug, Jeff, Star, Stacey, Cristi, Deb; Sara

Public: none

Public Comments

- none

Vote on Minutes

- Motion 2515 by Star and second by Deb to approve the meeting minutes from March's regular meeting passed by voice consensus.

Treasurer's Report

- Note: A more detailed written report was sent before this meeting. The minutes reflect just what was discussed.
- Money moved to checking to cover doors.
- Yoga money will go into miscellaneous.
- Increase in payroll this month.
- Some discussion of placing savings somewhere to earn more interest.
- Motion 2516 by Deb and second by Stacey passed by voice consensus: place current savings account money into a safe but yielding account.
- All fuel credits used.
- Water and plowing bills paid.
- Our bank has merged to be part of Heritage Credit Union.
- All accounts should have two trustee names on them.
- The petty cash system has been cleaned up.

Director's Report

- Note: A more detailed written report was sent before this meeting. The minutes reflect just what was discussed.
- Motion 2517 by Jeff and second by Deb passes by voice consensus to approve the following resolution to exceed the tax cap for the first year of the ch. 414 municipal vote if passed by voters:
"Whereas, the adoption of the 2026 budget for the Berlin Free Town Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in

General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Berlin Free Town Library voted and approved to exceed the tax levy limit for 2026 by at least the sixty percent of the board of trustees as required by state law on April 7, 2025.”

- Motion 2518 by Stacey and second by Doug passed by voice consensus to retroactively approve the appointment of Kaitlyn Maxon as Library Assistant.
- Tim is retiring this month. Sara shared her appreciation.
- Sara has been learning about Advantage Plus.
- Sara has finished Nancy’s evaluation.
- Circ is down a bit.
- Sara will start working on SRP planning.
- Workforce program 4/21. Alice Walsh is interested in doing headshots at this.

Committee Reports

Finance

- Endowment around \$226k.

House and Grounds:

- Update on new library doors: Bruce asked about paint color before installation. Doug will call Frank about possible enrollment in the NYSERDA program and status of warranty for units.

- Chunks of chimney noticeable on roof. Sara will ask Bruce who to contact.

Collection Development

- Daily weeding continues. Sara has started developing an adult fantasy section.
- Doug asked about donating e-readers already loaded with books.

Library Programs:

- Ceili band a hit. Discussion of other bands and venues.

Personnel:

- Need for locked file has been resolved.
- Library Director evaluation update: separate executive session meeting 4/14 at 7:00 p.m.

Public Relations:

- Discussion of local newsletter/paper to replace Eastwick Press.

Old Business

- Summer Camp Fund update

Doug has been in contact with Jess Rontey to try to get some Berlin slots, and she will try to provide five. We have one interested inquiry already.

- Doug talked to Rob again to share the signature page for the Ch. 414 municipal vote. A minimum of 25 signatures is needed to be presented to the Town Clerk.
- Star created a Q&A pamphlet for community members regarding the petition.
- Signage for the library on Rt. 22 update: Paint blue and attach smaller sign that says "Library" with arrow.

New Business

- Federal cuts to IMLS (Institute of Museum and Library Services) will impact the state, then UHLS, and then small libraries.

Motion 2519 by Doug and second by Stacey to adjourn at 8:40.

Next Meeting will be held on May 5, 2025, at 7:00 p.m.

Minutes submitted by Cristi Lamontagne