

SOUTH NEW BERLIN LIBRARY BOARD
QUARTERLY MEETING
January 19, 2016

Present: Donna Henderson, Lynn Macumber, Jayne Frye, George Clum, Wendy Oldham, Marcia Hoag and Judy Off.

Absent: Ann Mein (If needed, Marcia can call her by phone).

President Lynn Macumber called this meeting to order at 6:45 p.m.

Minutes from the 12/15/15 meeting were read. Jayne made a motion to accept the minutes. George seconded the motion. All in favor, none opposed. Motion carried.

Jayne and Lynn audited Margaret Caezza. They noted that she is knowledgeable and keeps accurate records. Margaret gave them the budget vs. actual report for 1/1/15 through 12/31/15; the balance sheet as of 12/31/15; and the January, 2016 audit report covering 1/1/15 through 12/31/15 all of which the secretary needs to keep.

Board members will have another meeting with Margaret between June and August. Another audit will be conducted in January, 2017.

The audit revealed a separate Yorkers Museum savings account. Judy made a motion to move money from the Yorkers Museum savings account into a CD specified as being for the Yorkers Museum so that it earns more money. Lynn seconded. All in favor, none opposed. Motion carried.

Lynn reported that Emily has painted the shelves, and old books were weeded out at that time. Emily will complete the painting upon completion of the door entrance project. Lynn also reported that leftover money from the 2015 budget was used for a new chair, DVDs, books and equipment for the Library.

Judy faxed Val Dolliver (at Unadilla Valley Central School) on 1/14/16 a letter to request an increase in our budget.

Lynn went to NBT to gain access to the Library's safe deposit box. The keys were not the correct ones. Box #162 was drilled and tapped. We no longer have a safe deposit box at NBT in Norwich. Lynn brought back the items from the box:

1. Old insurance policy;
2. Deeds to property (Donna to keep in fireproof box at the Library);
3. Abstracts (also to be kept in fireproof box due to the expense to replace and for safekeeping);
4. Trust account 1934 Hugh P. Merriman for \$500; Marcia and Wendy will look into this account;
5. 501(c)(3) was found – Judy has a copy.

Grants for an addition to the Library was discussed.

Trash removal was discussed. Jayne made a motion to have garbage pickup at the Library two times per month at a cost no more than \$20 per month. Wendy seconded the motion. All in favor, none opposed. Motion carried.

The dates of this year's quarterly meetings: 4/19/16, 7/19/16 and 10/18/16.