

South New Berlin Free Library
Audit and Business Meeting
December 12, 2017
Minutes

Present:

Trustees – Marcia Hoag, George Clum, Ann Mein, Tammy Osborne, John Lorence, Elaine Clum
Director- Robin Avolio, Asst. Librarian Nancy Dibble, Treasurer, Margaret Caezza
Guests: Tom Bryden, Paul Rowe, Wendy Oldham, Ian Oldham, Lynn Macumber, Lisa Miller

The meeting was called to order at 5:00 pm with Marcia Hoag presiding.

Motion made to approve minutes from November 13, 2017. George 1st motion, Elaine 2nd. All voted to approve.

Topic **Discussion**

Trustee - George 1st motion, Elaine 2nd to appoint Tom Bryden as trustee to fill a vacancy as 7th trustee. Board voted unanimously in favor. He will serve until the trustee election in January when he can run for a five-year term.

Audit - Internal audit was conducted by Tammy Osborne, Asst. Treasurer, and the Board members with Margaret Caezza, Treasurer. Each Board member was given opportunity to question a transaction by date and check number. Questions were presented to Margaret regarding Library debit card purchase documentation from account statements, as well as other expenditures on other accounts and the categories to which they were assigned. Discussed Family Leave implementation in January to be handled by The Hartford, 1099 Federal Tax, and Annual Report. Following discussion, Margaret left meeting. See attached Audit summary.

Executive Session

- George made 1st motion, Tammy 2nd to go into executive session to discuss hiring a potential employee. All in favor. Paul Rowe was interviewed for treasurer position being vacated by Margaret Caezza at end of year and then left meeting. Also a litigation issue was briefly discussed.

Vote - Return to public meeting. George 1st motion, Tammy 2nd to hire Paul Rowe to fill vacancy position of Treasurer/Accountant to begin January 1, 2018. Board voted unanimously, motion carried.

Reports - **Director**

- Robin Avolio presented current bills and all trustees initialed these. Elaine 1st and Tammy 2nd motion to approve payment of said bills. All in favor.

- Robin presented a list of tentative holidays and days in which Library would be closed for approval. Ann made 1st and George 2nd motion to accept. All in favor.

- Grant question for Bonnie Gayle, local artist as to Library committing to a grant for \$5,000 in the Library's name for classes in basket weaving and other craft forms. It was

agreed that Robin would arrange meeting with Bonnie, Robin, Elaine, and Marcia to finalize an agreement. Elaine 1st and Ann 2nd motion to accept this arrangement. All Board members in favor.

Discussion

Basement - Two estimates have been submitted for needed work in basement. One more will be forthcoming. George made 1st and Tammy 2nd motion to table this issue until the January meeting.

Cameras - Discussion regarding cameras for Museum. George 1st and Tammy 2nd motion to gather more information before the January meeting and discuss it further at that time.

Roof - Buttice Construction provided approximately 39 pictures of the roof depicting condition in which the former roofing company left it. George 1st, John 2nd motion to have these printed. Unanimous vote to accept. Also report by inspector that no asbestos was found in core samples of old roofing material.

Wi-Fi - Tammy 1st and Elaine 2nd motion to reinstate free Wi-Fi service to Library patrons. Agreement to limit range to fifty feet from building.

Exit Sign & CO2 detectors

- Discussion as to electrician to wire detectors

Frontier Internet

- Discovery of Frontier internet service having been initiated in September of 2015 without board knowledge. Service was a duplication of internet service already having been supplied by Spectrum. It was unneeded and had not been approved by Board. Frontier has been notified and has recently terminated the service.

Labor Law Posters

- Agreement to purchase 2018 Labor posters to hang in Library at an approximate cost of \$30. Elaine 1st, John 2nd motion to order. Board all in favor.

Storm Door

- Decision to make counter-offer to Wendy's acquaintance for \$50 purchase price. Wendy will check and inform Board.

Old Computers

- It was decided to sell old computers for \$20 per desktop and \$15 for laptop with no operating systems and to be sold "as is". John 1st, George 2nd motion made and all in favor. There are other older miscellaneous monitors and desktop with condition unknown. Robin will check them over.

Basement Door Locks

- Discussion pertaining to purchase of new locks for basement door, doorknob lock and a deadbolt. John made 1st motion, George 2nd. All in favor.

Deep Freeze

- Robin suggested installation of Deep Freeze software on laptop backup as a security measure. John made motion 1st and George 2nd. All in favor. Robin will put in a ticket for Four County to implement.

Security Safe

- Marcia reported that the pass codes for the security safe can be attained from the company for \$25. John made 1st motion, 2nd by George to proceed with this.

Executive Session

- Elaine made 1st motion and 2nd by John to go back into executive session to address litigation. All in favor.

Public comment

- Returned to regular meeting and invited public comment.
- There was question concerning minutes having been revised and not approved
- Also question as to litigation specifics, which is not public information
- Inquiry as to reason for accountant resignation, not public information
- Statement that Oct. 5 minutes were not approved. Question will be addressed

Adjournment

- John made motion to adjourn with Elaine 2nd. All in favor.

Meeting adjourned at 7:35 pm.

Submitted:

Ann Mein