**South New Berlin Free Library**

**Annual/Quarterly Meeting Minutes**

**January 16, 2018**

**Present**: Marcia Hoag, George Clum, Elaine Clum, Ann Mein, Tammy Osborne, Tom Bryden, John Lorence

**Public**: Wendy Bovee-Oldham, Ian Oldham, Lynn Macumber

Meeting was called to order at 5:06 pm with President Marcia Hoag presiding.

**Meeting Minutes**:

September 07, 2017 with revisions. John made a motion to accept, George 2nd it. All trustees who were board members at the time voted unanimously to approve. Motion carried.

October 05, 2017. Tammy made a motion to accept, George 2nd. All trustees who were board members at the time voted unanimously in favor. Motion carried.

October 17, 2017 with revisions. Tammy made a motion to accept. Ann 2nd motion. All trustees who were board members at the time voted to approve.

December 12, 2017. George made 1st motion to accept. Elaine 2nd. Unanimous vote to approve, motion carried.

January 09, 2018. John made 1st motion to accept, Tammy 2nd. Unanimous vote to approve, motion carried.

**Discussion:**

Discussion regarding Roy Stockwell’s estimate to install two CO2/Smoke detectors and an Exit sign in the library. Estimate was in the amount of $350. George made a motion to accept this proposal. Tammy 2nd motion. Unanimous vote to approve, motion carried.

Conversation about basement work. Will be getting another estimate for same and talking in the spring. Also possibly obtaining a larger table and cameras will be discussed at the April meeting.

Labor law poster has arrived and has been posted in building.

Robin will be putting in an order for Deep Freeze installation on laptop.

**Election of Officers:**

Secretary: John nominated Ann Mein. Tammy 2nd motion. Unanimous vote to approve, motion carried.

Vice-President: Elaine nominated George Clum, Tammy 2nd. Unanimous vote to approve, motion carried.

President: Tammy nominated Marcia Hoag. John 2nd motion. Unanimous vote to approve, motion carried.

Assistant-Treasurer: Marcia nominated John Lorence, Tammy 2nd motion. Unanimous vote to approve. Motion carried.

**Discussion:**

Automatic door closer continues to malfunction and conversation ensued as to remedy. John has spoken with a representative from Syracuse Miziuk Co. and he will update us.

Conversation regarding procedure for approving purchases, invoices, petty cash, payroll, etc. Staff will scan and send to John, Asst. Treasurer and to Paul Rowe, Accountant and will cc Marcia. George made a motion to accept this procedure. Ann 2nd it. Unanimous vote to approve, motion carried.

Sentry Safe pass codes have been provided.

Bills were read and initialed by all board members for payment.

**Library Manager Report:**

Robin submitted a purchasing policy. There was discussion and she will modify it to resubmit at the next meeting.

She asked about a Walmart tax exempt form and will handle this.

She suggested purchasing an external hard drive for approximately $54. Tammy made a motion to accept. John 2nd. Unanimous vote to approve, motion carried. Robin will order.

She suggested using Facebook Boost. Tammy made motion to accept this with a $50 cap. Elaine 2nd, unanimous vote, motion carried.

She expressed her plan to attend a CLS Youth Services seminar on March 09, 2018, requested mileage and for a second staff member to join her. George made motion to approve and Tammy 2nd. Unanimous vote.

She will attend an annual Report training class on the 29th of January.

Robin demonstrated Digital Signage and requested permission to use it, with no cost involved. The Board agreed this was an excellent suggestion.

She talked about a digital transfer station for patrons to convert VHS to DVD. Patrons will do this themselves with a little training from staff. They must have a library card and bring their own DVD. Tammy made a motion to accept, with Ann 2nd motion. Unanimous vote, motion carried.

Old military uniforms have been donated to the Museum. Tom will look into appraisal and dry cleaning.

**Public Comment:** Question was asked about a former lawsuit.

John made 1st motion to move into executive session, Tammy 2nd, unanimous vote to approve. Litigation was the stated reason.

Return to public meeting. Announcement of April 17, 2018 as the next scheduled quarterly meeting. Elaine made 1st motion to adjourn, John 2nd. Unanimous vote to approve. Meeting adjourned at 6:48 pm.

Submitted:

Ann Mein