**South New Berlin Free Library**

Quarterly Meeting

April 17, 2018

Present: Marcia Hoag, George Clum, Elaine Clum, Ann Mein, Tammy Osborne, John Lorence, Robin Avolio. Nancy Dibbell

Absent: Tom Bryden

Public present: Steve Bachman, Wendy Oldham, Ian Oldham, Judy Off, Lynn Macumber

Meeting was called to order at 5:01 pm

 George made a motion to hire Robin Avolio as Library Manager retroactive to October 30, 2017, correcting a procedural error. Tammy seconded motion. All voted in favor. Motion carried.

 Elaine made a motion to accept the February 26, 2018 minutes. Tammy seconded motion. Motion carried.

 Invoices, receipts and financial reports were passed around for review.

 John gave an update on the door closer. He dropped off the unit today and stated he will need assistance to install it. George will speak with Roy Stockwell for a quote since it involves moving the exit sign he had recently installed.

 Steve Fox from Chenango County Code Enforcement has sent a letter reporting that code requirements have been met for the roof project.

 Marcia reported that she and George had gone to Norwich City Court on March 5th regarding the small claims case against Premier Roofing. The defendant failed to appear and the Judge awarded the Library a judgement of $5,606.55.

 Tammy made a motion to approve up to $200 for an upstairs outlet to be repaired by Roy Stockwell. John seconded motion. All in favor, motion carried.

 The Board addressed an email message from Wendy in which she stated she believed there were discrepancies in the Audit Summary from December 12th, as compared to Lynn Macumber’s recording of that meeting. Lynn was asked if she wished to make her recording available to the Board for comparison, who would then be willing to make changes if indicated. A definitive answer was not forthcoming. Therefore a revised summary would go on record, which shall state that the audit was ended because Margaret Caezza was unable to verify a number of transactions because she had not been provided with corresponding invoices or receipts, thereby making said audit without merit.

 George made a motion to accept the revised Audit Summary. Ann seconded motion. All in favor none opposed. Motion carried.

` Tammy made a motion to approve payment for bills the Board had examined. John seconded motion, all approved, motion carried.

 Wendy spoke on the subject of the old New Berlin Gazettes in the Museum. She requested the Board consider the option of the issues New Berlin Library is missing be given to them and the rest be kept in her historian’s office in New Berlin, or that she preserve them with acid free sleeves and that they continue to be kept in the Museum at the SNB Library. The possibility of scanning these old papers was discussed. Steve Bachman agreed to discuss this possibility with Brion Lee at Four County. Discussion followed and a vote was taken to give Wendy the Gazettes and to keep the South New Berlin Bees here in the Museum. John made a motion to do so and George seconded motion. All in favor, motion carried.

 There was discussion on a proposed addition to the Library. John volunteered to come up with some architectural firm names to contact. That would be a starting point to apply for construction grants. He stated the architectural firms could provide an estimate based on our projected needs. He suggested the current cost per square foot to be about $135. Steve stated he could make inquiries to a couple of people he knows who have worked with other libraries. Another meeting will need to be scheduled to address this before the July quarterly meeting.

 Library Manager, Robin has received several email messages from Lynn Macumber and Wendy Oldham, some of which were requests for documents, others for information. Robin had provided documents for some requests. Responses for those not already provided by Robin were given at the meeting. One was a request for information regarding contingencies on dropping a civil case (explanation of full restitution and a signed waiver given). Other questions dealt with compliance with the Open Meeting Law in advertising meetings, (response was all were advertised with documentation, with copies available); questions as to what was deemed to be inaccessible minutes and/or not clickable, (explanations given); executive minutes (paper copies available in Library) revisions to September 7 meeting (approved minutes are on website); whistle blower policy (not required for SNB Library) and Open Meeting Law is on website.

Manager’s Report:

 Robin expressed her desire to have the wooden sign rehung. George and John will investigate ways to accomplish that to make it more secure.

 She said with Memorial Day approaching, the Museum will be reopening. She has requested assistance with cleaning the Museum. This request will be posted on Facebook and on the Library website. Also could use help with outdoors and window cleaning, etc.

 She has received the Maximum Occupancy sign from Code Enforcement, which states 48 downstairs and 36 upstairs.

 She would like to participate in the Paperback Exchange and swap out some of our paperbacks for different ones. She was also approved to receive books from Surplus Books from Congress free of charge.

 Robin presented photos of two IKEA chairs she would like to purchase for the Library youth area at $140 for both, a quote of $150 to build a new bookcase also for the youth area, and to purchase a ladder for up to $125. Tammy made a motion to approve all three purchases and George seconded motion. All approved, motion carried.

 Melissa Osborne won the basket raffle. There were thirty in attendance at the Easter Egg Hunt. Thanks to George and Elaine Clum for their donations.

 Facebook Boost cost $4 and was considered a success. Robin will repeat it.

 Digital transfer station is ready. Cost will be $1 for a blank disk. Jelly bean guess and a plant was donated by the Witkowski family in memory of Ann Witkowski.

 School Fitness night is coming up and Robin will be using some of the $250 grant we received to hand out a survey.

 Steve Bachman from Four County related that the Construction Grant is higher this year. It was $685,000 last year and has been increased to $970,000 this year. The Library will possibly be applying for the grant to cover or help cover a new addition to the Library. There will be an August deadline. He reports that the decision on our grant application from last year should be announced in late May or early June.

 George made a motion to modify our budget by transferring $200 from Maintenance to Mileage and $200 from Equipment to Accounting cost. Elaine seconded motion, all in favor, none opposed. Motion carried.

 George made a motion to move into Executive Session to discuss litigation against Premier Roofing, an employee issue, and an ongoing investigation into a possible criminal action. Tammy seconded motion. All in favor, motion carried.

 Ann made a motion at 6:55 p.m. to leave executive session and return to public meeting. Tammy seconded motion, all in favor, motion carried.

 Tammy made a motion to promote Robin Avolio to permanent position as South New Berlin Library Manager effective May 1, 2018. George seconded motion, all in favor, motion carried.

 John made a motion to purchase a camera for the Museum for $60. This will be tried out and if it works well, more will be purchased. Tammy seconded motion, all in favor, motion carried.

Public Comment:

 Lynn Macumber, previous Board President, claimed there were missing or inaccessible minutes with dates of 11/07/16, 11/28/16, and 10/18//2016. She was assured all are on the website and accessible. Robin verified that they are. She also asked about whereabouts of minutes from the 1990s.

 Lynn M. stated that in the email dated 10/27/2017, Marcia had stated that no votes were taken in September executive meetings. In the newly approved executive minutes, it states that there were votes taken. It was explained that the Board had previously been under the impression that only votes that involved money had to be recorded. It had since been learned from the Committee on Open Government that minutes need to record any vote. Those minutes were revised to reflect that fact.

 Ian Oldham stated he objected to three Board members having gone to Four County for a meeting with Steven Bachman without the knowledge of the rest of the Board. He was advised that Ann and Marcia had been dismissed illegally on June 15 with an unsubstantiated claim of a conflict of interest. Three other board members met and made that decision illegally, without a quorum vote and without having invited board member George Clum. Mr. Bachman was contacted and asked for advice with this development. A meeting was scheduled for June in Vestal and another in July for assistance with resolution. Steve Bachman stated the meetings addressed the dismissals, conflict of interest policy and other concerns.

 There was conversation regarding several debit card purchases and a collection of money from last year which were questioned.

 George made a motion to adjourn the meeting. Tammy seconded motion, motion carried.

 Meeting adjourned at 7:20 pm.

Submitted:

Ann Mein

Secretary