

South New Berlin Free Library

Quarterly Meeting

July 17, 2018

5:00pm

Attending Board members

- George Clum Elaine Clum, Marcia Hoag, Tom Bryden, Tammy Osborne, John Lorence

Library Manager

- Robin Avolio, attending

Public Attendees

- Lynn Macumber, Lisa Miller, Wendy Oldham, Ian Oldham

Meeting called to order at 5:00pm by president, Marcia Hoag.

Motion made by Elaine to approve June 11, 2018 minutes, seconded by John, all approved.

Motion made by Tom to approve payment of all bills presented, seconded by John, all approved.

Year to date accounting ledgers provided by accountant, Paul Rowe, were reviewed. Robin will meet with Paul to discuss appropriation of line items and placement of grant money.

Motion made by Tom to move \$400 from maintenance to travel and seconded by George, approved by all.

Motion made by George to gift \$50 to Nancy Dibbell for her many hours contributed to cleaning and organizing the Yorker Museum to prepare for Memorial Day, as well as \$50 for Michelle Abrams for taking the lead on our Summer Reading Program. Motion was seconded by Elaine and approved by all.

Heard report from Robin on the 2017 and 2018 Construction grants. Both are moving slowly. The 2017 Construction Grant has approved our submission through many steps of the process and we are awaiting final approval.

The 2018 Construction Grant is in its preliminary stages. John has taken the lead on acquiring the survey and creating prints for our proposed addition. We need to submit a written description of our proposed addition. A committee has been formed to work on the 2018 Construction Grant consisting of John Lorence, George Clum, and Robin Avolio. It was agreed to send payment for the previously approved survey expense.

Robin provided the Library Manager's report highlighting the following:

- Traffic number comparison from 2017 and 2018. Total visitors is down a bit this year but trending upward and computer usage numbers have increased with a growing number of young people utilizing the computers.
- Robin proposed a change to the age limit for visiting the library unattended. Robin suggests we change the current minimum age of 13y/o to 7y/o. She has reviewed other library policies which seem to be in line with this age limit, so as not to discourage attendance by our younger population. Robin has also created a waiver to be signed by parents/guardians for minors 12 y/o and younger to be able to access the internet and will also be providing these members with a copy of our internet usage policy. The board voted unanimously to approve this change.
- Robin will be clarifying her line items for accounting purposes with the accountant and finalizing a purchasing policy to be presented at our next meeting in October.
- Robin has been unsuccessful in receiving quotes in writing from Four County for cleaning and protecting our laptop. She has verbally been given a price of \$295 for the "Deep Freeze" and \$310 to wipe clean (the hard drive), install new Windows 10. George made a motion to approve emailing Four County our request for the \$310 service and paying for it, Tammy seconded the motion, all approved.
- Robin, Nancy, and Michelle attended a training session on JobNow. They are now ready to train the public on this program which assists with obtaining a GED, writing resumes, etc.
- Robin visited the Library of Congress in Washington D.C. and obtained over 100 surplus books. She will disperse these slowly into circulation.
- Robin reported 7 participants attended our Summer Reading Program.
- Melissa Osborne is utilizing the library for tutoring over the summer.
- A Summer Reading Teen Program will take place every Monday through August 6th.
- Bonnie Gale is scheduled to hold a willow weaving class on September 22nd and December 8th.
- Robin, Nancy, and Michelle will attend Disaster Preparedness Training on October 22nd.
- Robin has been invited to give a presentation on the services our library has to offer at UVCS as part of a technology collaboration with the school. The presentation will take place at UVCS on October 18th.

A motion was made by George to add John Lorence as a bank signor, as he is our assistant treasurer. Motion was seconded by Tom and approved by all.

John Lorence suggested showing an outdoor movie on the side of the library facing the church during the Church Block Party in August. Robin will check on licensing cost to determine if feasible. John has a projector we can use.

Meeting adjourned at 5:45pm