**SOUTH NEW BERLIN FREE LIBRARY QUARTERLY MEETING**

**OCTOBER 25, 2018**

**ATTENDEES:** Marcia Hoag, George Clum, Elaine Clum, John Lorence, Tom Bryden, Tammy Osborne, Robin Avolia (absent is Ann Mein)

**PUBLIC ATTENDEES:** Wendy Oldham, Lynn Macumber

Meeting called to order at 7:07pm

Minutes from the last meeting and Budget Workshop held on September 26, 2018 were reviewed and approved. Motion made to approve by John Lorence and seconded by Elaine Clum, all in favor.

All bills received since our last meeting were reviewed and approved. George Clum made a motion to approve and Tom Bryden seconded the motion, all in favor.

Financial reports submitted by Paul Rowe were reviewed. The board discussed automatic approval on all normal recurring operating expenses to improve efficiency and all were in agreement that these expenses should automatically be paid, as they will be reviewed on the financial reports quarterly as usual. Motion made by Tom Bryden to approve, Elaine Clum seconded the motion, all in favor.

Payroll raises for all staff was discussed and approved. Motion made by George Clum to approve, seconded by Tom Bryden, all in favor.

2019 Annual Budget was reviewed and approved. Elain Clum made a motion to approve, Tom Bryden seconded the motion, all in favor.

Bylaw modifications were voted on by secret ballot by all members of the board in attendance. Votes were counted by Robin Avolio with 6 “yes” votes. Motion to approve the modifications made by Tom Bryden, seconded by George Clum, all in favor.

The purchase of security cameras was discussed and a package was reviewed for 8 security cameras from Home Depot that can be utilized indoors and outdoors. Elaine Clum made a motion to approve the purchase, Tom Bryden seconded the motion, all in favor.

The next steps to be taken for grant money received were discussed. Our chair lift will be installed November 6th. The museum will be closed that day and Robin will post a notice of closure to the public. We will reach out to Reese Marshall about heat upstairs in the museum. John Lorence made a motion to approve, Elaine Clum seconded, all in favor.

Manager’s Report:

* NYSERDA Survey: an on-site survey will be done to evaluate energy efficiency.
* Discussion was had about placing an ad in the Unadilla Valley CSD Yearbook. It was agreed that a half page ad costing $75 will be purchased. George Clum made a motion to approve the purchase, Elaine Clum seconded the motion, all in favor.
* A Citizens Preparedness Course presentation was done by a member of the Army Reserves at the library.
* Robin attended Tech Night at the Unadilla Valley School. She had a table of valuable literature focused on Ebook usage and the Flipster app. Robin obtained four new patrons.
* Two movie nights were held, one in September and one in October.
* Robin is already hard at work on the 2019 Summer Reading Program. She reported that the 2018 Summer Reading Program was a huge success and on the last day children enjoyed an Escape Room and patron John Moore entertained them playing his guitar.
* The first Willow Workshop was held and was a huge success. Looking forward to continued success with the next workshop.
* The library is being utilized for tutoring sessions approximately three times a week and also took place throughout the summer.
* October 27th is the Night of Fun at Unadilla Valley Central School. Robin will attend and hand out library paraphernalia.
* Robin will email her proposed Purchasing Policy to the board for discussion and potential approval to be done the night of our 2018 Annual Audit in November.
* Library traffic has increased significantly throughout the year. A majority of the visits are children and take place after school. Movies and computer use are the most popular.
* The purchase of additional computer stations discussion took place. Robin provided pricing and details of items to be purchased for each station. It was agreed to purchase one station at this time consisting of a monitor, processor, computer table and chair for $1,500 from Four County. This allows the computer to be equipped with needed security and programs as well as maintained by Four County.
* Concern over the split rail fence on the South lawn of the library. It is not secure/sturdy and there is a risk of someone leaning/climbing on the fence and potentially being injured. The board agreed to assess the fence and its possible repair or removal.
* The depression in the floor under the staff work station has gotten worse. It was agreed to purchase material to install new support posts in the basement and repair the floor depression beneath the work station for no more than $400. Motion to approve made by Tom Bryden, seconded by George Clum, all in favor.

Motion made to adjourn at 8:22pm made by Tom Bryden and approved by John Lorence, all in favor.

Respectfully Submiited,

Tammy Osborne