South New Berlin Free Library

**Quarterly and Annual Meeting**

**January 15, 2019**

**Attending Board Members:**  Marcia Hoag, George Clum, Elaine Clum, Tammy Osborne, Ann Mein

**Absent:** John Lorence, Tom Bryden

**Attending Library Staff:** Robin Avolio

**Public Attendees:** Wendy Oldham, Lynn Macumber

Meeting was called to order by Marcia Hoag at 5:00 pm

**Minutes:**

* Elaine made a motion to approve meeting minutes of 12/28/18. Motion seconded by Tammy, all approved, motion carried.

**Bills:**

* Bills were read and discussed, i.e. Blueox, advertising, supplies, Accountant payment, Amazon purchases, etc. Tammy made a motion to approve payment of same and Elaine seconded motion. All approved, motion carried. Bills were initialed by Board members for payment.

**Library Account Balances:**

* NBT statements passed around and examined.

Checking: $62,399.41

Money Market: $42,739.86

**Museum Account Balance:**

* Yorkers: $ 1,418.84
* A financial document provided by Accountant Paul was discussed by the Board and will be attached to these minutes.

**Construction Grant Money:**

* Discussion regarding construction grant money and deadline to use. Marcia spoke with Steve Bachman at Four County and will ask him for a letter stating the dates for which the projects need to be finished.

**Albany Lift Co.:**

* The company is willing to reimburse the Library for $3,495 of the original cost of $5,090. The power lift rail was specifically made for this particular stairway and cannot be returned, thereby making the loss to the Library, including labor, a total of $1595. The company can remove the lift on January 24th. George made a motion to accept the $3,495 and Ann seconded motion. All approved, motion carried.

**Museum Heat Installation:**

* George reports a programmable heating unit has been installed by Blueox upstairs in the Museum. Nancy has volunteered to alter curtains to keep them away from the heater.

**Annual Report:**

* A meeting was set for February 14 at 5:00 pm to approve the Annual Report.

**Library Manager’s Report:**

* Robin reported the Library visitor numbers have increased from last year.
* Programs mentioned were tutoring with 8 sessions per week, movie nights, Willow Weaving, Mitton Tree, One School - One Book, and she made suggestions for ideas for future programming.
* Two advertising/supply bills came in too late to be included in the 2018 budget. They were divided between the Advertising line and the Supplies line on the 2019 budget.
* Robin will be attending a Community Foundation Workshop next week.
* Bonnie Gayle has requested a grant from Council of the Arts for another series of classes at the Library.
* Donation of $100 from Taylor Kirsch presented to the Library for the Museum
* Donation of a dehumidifier

**Holiday Schedule:**

* Robin presented a holiday schedule for 2019. George made a motion to approve the dates, seconded by Tammy, approved by all. Motion carried.

**Museum Inventory:**

* Discussion regarding a complete inventory of Museum contents, with pictures, lists and diagrams. Nancy is willing to work on this project and Robin will also ask Michelle. George made a motion to approve forty hours of pay initially. Elaine seconded motion, all approved, motion carried.

**Policy Committee:**

* A committee was formed to work on developing policies. Elaine, Robin, George, and Marcia will serve on this committee, with other members contributing if they wish.

**Electrical Work Estimate:**

* Roy Stockwell submitted an estimate of $300 for the installation of an electrical outlet. In addition, it was decided to approve the expenditure of $150 for an emergency light. Tammy made a motion to accept this quote, and for the emergency light purchase, motion seconded by Elaine. All approved, motion carried.

**Officer Election:**

* Elaine nominated the following for the 2019-2021 term.

President: Marcia Hoag

Vice President: George Clum

Secretary: Ann Mein

Assistant Treasurer term currently held by John Lorence will expire in 2020

Elaine made a motion to accept these nominations. Tammy 2nd, all in favor, motion carried.

**Manager Evaluation:**

* Trustees did an evaluation by questionnaire regarding Robin’s performance as Library Manager. She overwhelmingly excelled in favor with unanimous approval.

Motion to adjourn was made by Tammy, 2nd by Elaine, all approved, motion carried. Meeting adjourned at 6:26 pm.

Submitted:

Ann Mein