**South New Berlin Free Library**

**April 16, 2019 Minutes**

**Attending Board Members:**

* George Clum, Elaine Clum, Tammy Osborne, Tom Bryden, Ann Mein

**Absent:**

* Marcia Hoag, John Lorence

**Attending Staff:**

* Robin Avolio, Nancy Dibbell, Michelle Abrams

**Public Attendees:**

* Martin Mein, Wendy Oldham, Lynn Macumber

Meeting called to order by George Clum, Vice President at 5:05 pm.

**Minutes:**

* February 14, 2019 minutes were reviewed. Tom made a motion to approve, seconded by Elaine. All in favor, motion carried.

**Construction Grant Account:**

* A new capital account was opened as approved at the January meeting in the amount of $4,489. Board signers are the same as those for the other accounts.

**Bills:**

* Bills were presented for review and approval for payment. They were read and initialed, including:

1. Payment to Four County Library System, manager purchases. Motion made by Tom, seconded by Elaine, all in favor, motion carried.
2. Tammy made a motion to pay electrician bill for work previously authorized at January meeting, seconded by Ann, all in favor, motion carried.

**Director’s Report:**

* Robin Avolio, Director reported an increased usage trend in the last quarter.
* Donations reported included:

1. Town of Butternuts - $300
2. Chenango Arts Council grant for Bonnie Gale workshop -$2,900
3. Partnerships & Outreach 4CLS mini-grant
4. American Legion donation - $800. It was agreed to deposit this into the Museum account to be used for the war room improvement and other expenses. Tammy made a motion, seconded by Ann, all in favor, motion carried.
5. Local Library Services Aid (LLSA) 2018 - $141.82
6. Stewart’s Holiday Match Grant – Kopernik Science Center & Noah‘s Ark kits - $350. Rocket launch program and travel paid for by the grant.
7. Donation of old local high school autograph books to Museum from M. J. Henderson
8. Donation of card table from Farmhouse Finds

**Discussion was had re:**

* Spectrum fiber upgrade
* Sexual Harassment Prevention Policy & Training requirement
* Automation fees and three-year recalculation
* SNB Alumni would like to visit Museum on August 3 from 10:00 – noon. Agreement to pay for staff to hostess this event. Tammy made a motion, seconded by Elaine, all in favor, motion carried.

**New Purchase & Expenses:**

1. Robin suggested a renewal of a trial run with Junior League Guild at $667.59. Motion made for approval by Tammy, seconded by Tom, all in favor, motion carried.
2. Payment for mileage was requested and approved. Motion made by Tammy, seconded by Tom, all in favor, motion carried.
3. Request made for purchase of name tags from Library Store at cost of up to $50.00, with first motion by Tammy, seconded by Elaine.
4. A new vacuum cleaner is needed. The Board agreed to a purchase of up to $150. Tammy made a motion, seconded by Elaine, all in favor, motion carried.
5. Purchase for decals for front windows was approved. Tom made 1st motion, seconded by Elaine. All in favor, motion carried. The cost will be covered by grant from Four County.

**Staff Report:**

* Michelle and Nancy reported on their progress with their Museum inventory project. They presented notebooks showing a detailed method of cataloguing. The Board decided to approve forty more hours to this project using funding from the Legion donation. Tammy made a motion, seconded by Elaine, all in favor, motion carried.

George reported that he and Elaine will sponsor an essay contest called “Why I Love My South New Berlin Library” and will present a new bicycle to the winner.

**Long Range Plan for 2019 – 2021** was presented and approved. Tammy made 1st motion, seconded by Ann. All in favor, none opposed. Motion carried.

**Sexual Harassment Policy:**

Sexual Harassment Policy and Model Complaint Form for Reporting Sexual Harassment was read and adopted. Tom made a motion to accept and motion seconded by Elaine. All in favor, motion carried. A presentation will be given to Board members and employees at a later date.

Public comments consisted of Lynn taking pictures and announcing objections to alleged charges.

Tom made a motion to adjourn, seconded by Elaine, all in favor; meeting was adjourned at 6:50 pm.

Submitted:

Ann Mein