**South New Berlin Free Library**

**Business Meeting Minutes**

August 27, 2019

**Attending Board Members:**

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

**Absent:**

* John Lorence

**Attending Staff:**

* Robin Avolio

**Public Attendees:**

* Wendy Oldham, Lynn Macumber

Meeting was called to order by Marcia Hoag at 5:05 pm.

**Minutes:**

* Minutes from July 16, 2019 meeting were reviewed. Tom made a motion to approve minutes, seconded by Tammy, with one correction. The last name of the child who won the essay contest had been misspelled, which was changed from McLaury to MacLaury. All in favor, motion carried.

**Bills:**

* Bills were reviewed, authorized for payment and initialed by Board members. George made first motion, seconded by Elaine to approve payments, all in favor, motion carried. See attached summary.

**Deposits:**

* Robin showed the Board a “For Deposit Only” rubber stamp she had found with last four digits of Library bank account. She requested authority to use this stamp to deposit incoming checks. Motion was made by Elaine and seconded by Tammy to approve this action. All in favor, motion carried.

**Construction Grant:**

* The construction Grant application in the amount of $282,824 was reviewed. The new estimate from Best Built remains the same. Motion to accept was made by Tom, seconded by Tammy, all in favor, motion carried.

**Stair Lift Refund:**

* Marcia reported that Steve Bachman advised that money from the returned stair lift need not be returned to the State, but rather be used on another project. Possible new projects will be discussed at the Budget Workshop to be held in September.

**Electrical Work:**

* Deadline for electrical work is October 1. Robin will call Roy Stockwell and ask for an update. The need for new lighting was discussed. The staff found new track lighting in the museum closet and would like to use that. Installation of the remaining cameras was discussed and Board members will try to get names of possibilities before the next meeting.

**Mailers:**

* Mailers and capital campaign sign were discussed. A rough draft of the flyer was presented. Ann provided price quotes from Bishop Printing and Prolific Printing in Edmeston. Motion was made by Tammy to spend up to $650 for the sign, flyers, postage, and designer fees. Tom seconded motion, all voted in favor, motion carried. Marcia and Ann will meet with printing companies.

 **Budget Workshop:**

* Discussion was had regarding a September date for the Budget Workshop. Accountant Paul Rowe will need to be there. A date that works with his schedule will be set.

**No Smoking Rule:**

* Robin informed Board that State requires a designated responsible party to be identified to enforce the No Smoking rule. It was decided that all staff members will be the designated parties.

**Arts Grant:**

* Inquiry as to another workshop grant from B. Gayle. Alternative options for next year will be decided.

**Recorder:**

* Elaine suggested we should use a good recording device to record meetings. George made a motion to approve $75 to purchase a recorder. Elaine seconded motion, all in favor, motion carried.

**Trophies:**

* Old school trophies were donated to visiting alumni in August.

**Public comments:**

* There were no comments.

George made a motion to adjourn, seconded by Elaine, all in favor. Meeting was adjourned at 6:05 pm.

Submitted:

Ann Mein, Secretary