**South New Berlin Free Library**

**Business Meeting and Budget Workshop**

September 24, 2019

**Attending Board Members**:

* Marcia Hoag, George Clum, Elaine Clum, John Lorence, Ann Mein

**Absent:**

* Tom Bryden, Tammy Osborne

**Present:**

* Paul Rowe, Accountant

**Attending Staff:**

* Robin Avolio

**Public Attendees:**

* Wendy Oldham, Ian Oldham, Lynn Macumber

Meeting was called to order by President Marcia Hoag at 6:33 pm.

**Minutes:**

* Minutes from meeting of August 27, 2019 were reviewed and approved. Elaine made first motion to accept, seconded by George. All approved motion, except for John who did not vote, having been absent from previous meeting. Motion carried.
* Executive minutes from meeting of July 16 were read and approved, first motion having been made by John and seconded by George, all approved, motion carried.

**Tax Cap Override:**

* John made a motion to implement a tax cap override in the event one would be advised. Elaine seconded motion. All voted in favor. Motion carried.

 **Budget Discussion**:

* The Board reviewed budget revenue and expenditures to develop a 2020 budget. Accountant Paul Rowe provided income statements compared to budget to date. Motion made by John to approve proposed budget, seconded by Elaine, all in favor, motion carried. Paul submitted a 990.

**Automation:**

* Ann made motion to accept 2020 Four County automation proposal, seconded by George, all in favor, motion carried.

**Salaries**:

* Robin requested a raise in salary for 2020, and salaries will increase for staff. This will be factored into budget. George made first motion for the increase and John seconded, all voted in favor, motion carried.

**Bills:**

* Invoice for Philadelphia Insurance Co. in the amount of $798 reviewed for payment. Elaine made motion to approve, seconded by John, all in favor, initialed, motion carried.

**Electrical Work:**

* Roy Stockwell had provided a new quote of $4,500 for work estimated to be completed by end of November. John made motion to accept this quote, seconded by Ann, all approved in favor, motion carried.

 **Construction Grant Update:**

* Four County has notified the Library that the NYS Construction grant total has been increased to $187,682, thereby reducing the local match to $95,142. Board agreed to put surplus funds in the amount of $40,000 into either a checking account or a short-term CD. John made motion, seconded by Elaine to open account. Prototypes of the designed flyers and signs previously discussed were distributed among the Board members for opinions and suggestions at the next meeting. A final design will be produced for the fundraising campaign. Building committee will meet at a future date to be decided.

**Discussion:**

* Ideas explored regarding improvements, repairs, building maintenance for several things, i.e. floor joists, paint damage, bird nests, bee nests, etc. Quotes for same will be sought to submit to the Board.

**Public Comments:**

* Ian Oldham asked about the Annual Report.

George made a motion to adjourn, seconded by John. Meeting adjourned at 7:50 pm.

Next meeting scheduled for October 15, 2019 at 6:00 pm.

Submitted:

Ann Mein, Secretary