**SOUTH NEW BERLIN FREE LIBRARY**

**QUARTERLY MEETING MINUTES JULY 16, 2019**

Present: Ann Mein, Tom Bryden, John Lorence, Elaine Clum, Tammy Osborne, George Clum, Marcia Hoag, Robin Avolio

Public: Melissa Osborne, Theresa Clark, Wendy Oldham, Lynn Macumber

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

Minutes from the April 2019 Quarterly meeting were reviewed with one correction noted for one staff member’s name spelling. Tom Bryden made a motion to approve the minutes with corrections and Tammy Osborne 2nd it. 5 members in favor. Motion passed. NOTE: Marcia Hoag and John Lorence did not vote as they were not present at the April meeting.

Melissa Osborne and Theresa Clark were present to announce the winner of the Essay contest “Why do I love my Library.” The winner was Emma Mc Laury. The Board thanked them for their willingness to be the judges.

The Profit and Loss vs Actual Budget reports from the first quarter and second quarter were reviewed and the bills for the sump pump replacement reimbursement to George Clum and the construction materials purchased for the cellar reimbursement to Tom Osborne. Tom Osborne donated his time for the repairs in the cellar. Bills were reviewed and initialed. Ann Mein made a motion to approve the payments and Tom Bryden 2nd it. All in favor. Motion passed. The first payment to Bonnie Gayle for her workshops in the amount of $2,206 was discussed. Tammy Osborne made a motion to send Bonnie Gayle the first payment of $2,206 leaving the balance of $694 as the 2nd payment when the time comes. George Clum 2nd it. All in favor. Motion passed.

There was discussion about asking Roy Stockwell if he would be interested in installing the rest of the cameras. John Lorence will contact him. Robin Avolio asked if we could try to have them all installed by August 9th.

George Clum gave an update on the Electrical work Roy Stockwell is planning to do. He will do a walk thru next week with George, John and Robin to make sure the outlets etc are in the right locations.

The Addition Committee gave an update. They drafted a letter asking for contributions that will be directed to specific people/organizations. The Post office also offers a bulk mailing for .17 each that we can select which roads to send it to. This will cover the complete South New Berlin area as well as all PO boxes. Ann Mein is working on a rendering of the Library with the proposed addition that we will include in our mailings. There was also discussion about putting up a sign on the Library lawn to show the public how our Capital campaign is progressing. The discussed sign is a stack of books like the signs United Way uses with the thermometer. Ann will contact Prolific and Vista Print to see what the cost would be for that.

Director’s Report: See attached.

Four County asked each Library to cast a Ballot for a 3 yr recalculation or a yearly one for Automation fees. Tammy Osborne made a motion for the 3 yr recalculation and Tom Bryden 2nd it. All in favor. Motion passed.

Four County has also asked for a ball park figure for any and all Construction needs regardless of the availability of funds. The Board agreed on the current cost of our Addition estimates since it encompasses new electric work, HVAC upgrades, handicap accessible bathroom, stairs to the Museum, etc Robin Avolio will submit that figure.

Robin Avolio, Director would like to add a Donate button to the Library Website for the Capitol Campaign. There were no objections to this action. There is a need to create a No Smoking Policy for the Library. A committee was formed consisting of Elaine Clum, Tammy Osborne and Robin Avolio to draft a policy. Robin has already created signs and hung them up in the appropriate locations.

The excessive number of trophies in the Library was discussed. It was agreed that they will be displayed during the Alumni Visit on August 9th and offered to them free of charge.

George Clum made a motion to move into Executive Session. John Lorence 2nd it. All in favor.

Returned to Public meeting at 6:30pm.

There was discussion about setting a date to approve this year’s Construction Grant application. The deadline is August 30, 2019. The meeting was set for August 27, 2019 @ 5pm. We will also discuss the draft Smoking Policy and the revised Capital Campaign letters/flyers and approve costs at this meeting.

Tom Bryden made a motion to adjourn and Tammy Osborne 2nd it. All in favor. Motion carried. Meeting adjourned at 6:50pm.