**South New Berlin Free Library**

**Quarterly Meeting**

October 15, 2019

**Attending Board Members:**

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

**Absent:**

* Tom Bryden

**Attending Staff:**

* Director Robin Avolio

**Public Attendees:**

* Wendy Oldham, Lynn Macumber

Meeting was called to order at 5:58 pm by President Marcia Hoag.

**Minutes:**

* Elaine made a motion to approve the minutes from meeting of September 24, 2019, motion seconded by John. All approved, motion carried.

**Bill Summary:**

* Tammy made a motion to approve the Bill Summary from August 27, 2019. Elaine seconded motion, all approved, motion carried.

**Bills:**

* Robin presented the invoices. See Director’s report. George made a motion to approve the bills for payment, seconded by Tammy, all in favor, motion carried.

**Quarterly Profit and Loss:**

* The Board reviewed the quarterly Profit and Loss statements.

**Grant:**

* Verification for deadline for spending the 2017 grant money is June 30, 2020.

**Electrical Work:**

* Robin gave an update on the ongoing electrical work being done by Roy Stockwell. She plans to ask for an extension for this work.

**Stair Lift Refund:**

* Discussion ensued regarding how grant money from returned stair lift might be best used. Suggestions were for one computer and one IPad if approved by the State, a laser printer, and installation of security cameras. George made first motion to spend the funds on these purchases, seconded by Ann. All in favor, motion carried.

**Laser Printer:**

* Tammy made a motion to order a laser printer from Four County at a quoted cost of $514. Elaine seconded, all in favor, motion carried.

**Addition Committee Update:**

* John reported he had spoken with an architectural firm as well as construction companies for the addition. Board decided to order one hundred extra flyers for handouts at the desk. Final changes were discussed for the flyer, sign for the Library lawn, etc. It was decided that since a CRID number for a not-for-profit business would take weeks to obtain, we would pay the full .17 per flyer mailing as per our vote at previous meeting. Tammy suggested using the digital slide show on the Library TV. Robin mentioned a press release. We will ask Bishop about a right to use their creation for copying purposes. George made a motion to approve $200 for advertising, seconded by Elaine, all in favor, motion carried. There have been two donations, one for $200 and one for $50. Board will discuss with accountant setting up an escrow account for incoming donations.

**Director’s Report:**

* Robin announced library usage is generally up from previous years and presented data. She invited members to join her at a strategic planning event at SUNY Oneonta to be held on October 28. She has initiated a Second Tuesday Book Club, with the first meeting having been held. Possible future art projects and other programs were discussed. See Director’s Report.

**Discussion:**

* Discussion regarding resuming Museum inventory project, to approve more hours for the work involved. This was tabled until the current approved funds are used. John suggested painting the front door as well as the wall over the door and the floor in entry way. Elaine made a motion to spend up to $75 for paint, seconded by Tammy, all in favor, motion carried.

**Emergency Plan:**

* Robin presented an emergency plan to the Board for their perusal. Ann made a motion to adopt it, seconded by Elaine, all in favor, motion carried.

**Public Comment:**

* Lynn asked when the 2020 Budget would be available.

George made a motion to adjourn. John seconded motion, all in favor. Meeting adjourned at 7:18 pm.

Submitted:

Ann Mein