**South New Berlin Free Library**

Quarterly Teleconference Meeting

April 21, 2020

Board members present:

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

Staff members present:

Robin Avolio, Nancy Dibbell

Public present:

Gary Smith, Lynn Macumber

Meeting was called to order at 6:31 pm.

Minutes:

* Minutes of March 19 meeting were reviewed. Elaine made a motion to approve, motion seconded by John, all approved, motion carried.
* Minutes of March 26 meeting were approved. First motion by John, second by Tom. All except Tammy, who was not present at that meeting approved, motion carried.

Percolation Test:

* Test is scheduled for Tuesday at 9:30 am. There were two quotes, one from Ecnk from Otego for $350 and one with Tuller for $200. John made a motion to go with Tuller, motion seconded by George. All voted in favor, motion carried.

Quarterly Reviews:

* Board members discussed the quarterly financial statements. Tammy made a motion to approve, seconded by Elaine. All approved, motion carried.

Bank Loan:

* George submitted a loan application to NBT Bank., who will get back to us.

Director’s Report:

* Sidewalk for book drop installation: Robin reports that the excavator and masonry person she called is adhering to the Governor’s guidelines regarding excavation which would be considered non-essential. He will be in touch as soon as he can.
* Book Drop: A $300 deposit will be made for contractor Maynard who will be doing the book drop. This had been previously board approved.
* Travel Expenses: Robin listed job related travel expenses. George made a motion for payment, Ann seconded motion, all approved, motion carried.
* Re-opening: Robin has been meeting with Steve Bachman and other library directors for direction on re-opening the Library.
* Robin reported Nancy and Michelle have been busy with webinars, window changing, and more
* She mentioned 661 visitors in first quarter, Book Club, Summer Reading Program and other activities.

Building Addition Update:

* Ray Butler walked around building for electrical work
* Delta Engineers reported no asbestos found in building sampling at a cost of $675.
* Survey for contour lines completed
* Diana Jaramillo with Kin Studio to re-draw ADA bathroom dimensions
* John will take photos for Dave Tagg

George made a motion to adjourn; Tammy seconded motion, all in favor. Meeting adjourned at 7:06 pm.

Submitted,

Ann Mein