**South New Berlin Free Library**

**Budget Workshop**

September 28, 2020

**Board members present**: Marcia Hoag, George Clum, Elaine Clum, Ann Mein,

Tammy Osborne

**Staff:**  Robin Avolio, Director

**Accountant**: Paul Rowe

Meeting called to order at 5:12 pm.

**Budget**:

* Paul Rowe and Robin Avolio provided financial documents for the Board to examine and discuss. Expenditures, income, and account balances were discussed as well as expectations for the coming year for each line item. Paul Rowe started the discussion with looking to raise the budget by around $1500.00. He reported that this year there are credits coming from Employee Retention credit, which will reduce our budget by several thousand dollars. A proposed budget for 2021 was created and will be presented at the next quarterly meeting for approval.

**Bills:**

* Robin presented an invoice for liability insurance in the amount of $798.00. Tammy made a motion to approve, motion seconded by Elaine. All were in favor, motion carried. There was an $85.00 bill from Paul Rowe for extra time he had accrued. Elaine made a motion to approve payment, seconded by George, all voted in favor. Motion carried. Robin submitted a bill for reimbursement for cost for the Plexiglas sneeze guard, network cable, etc. in the amount of $116.93. Tammy made a motion to approve, motion seconded by George. All were in favor and motion was carried. Tammy made a motion to use the Wal-Mart grant money to purchase browser packs for the DVDs. Elaine seconded motion, all in favor, motion carried.

**Grant:**

* Robin reported a $500.00 PPE grant that was used to purchase Plexiglas, wipes, keyboard covers, batteries, masks, etc.

**July meeting minutes:**

* There were minor changes noted in the previous meeting minutes. Ann will correct for approval at the next meeting.

**Chicken barbeque:**

* Elaine said she would talk with the South New Berlin firemen to see if they would be willing to help us do a drive-thru chicken barbeque as a fundraiser. Tammy made a motion to approve, Ann seconded. All in favor, motion carried. Elaine will contact the Fire Chief to determine possible dates for the end of October or beginning of November.

**Bank account access:**

* Paul mentioned the need to get access to all four bank accounts. Marcia will call NBT again.

George made a motion to adjourn, seconded by Elaine. All in favor. Motion carried. Meeting adjourned at 7:28 pm.

Submitted,

Ann Mein