**South New Berlin Free Library**

**Quarterly Meeting**

**July 15, 2020**

**Board Attendees:**

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

**Staff Attendees:**

* Robin Avolio, Director

President Marcia Hoag called meeting to order at 6:35 pm.

**Financial Reports:**

* Financial reports were passed around for review. There was discussion regarding Accountant Paul and Robin having difficulty getting reports in time for quarterly meetings as well as receiving timely NBT statements. It was ultimately decided to review previous quarterly financial reports in the following quarterly meeting. Tammy made this motion which was seconded by John. All in favor, motion carried.

**Director’s Report:**

* Robin Avolio, Director reports that we received a grant from the Community Grant Foundation in the amount of up to $500 to help combat Covid-19. Any amount remaining will need to be returned. She purchased cleaning supplies, masks, etc.
* Donations included $25 from the can at Mirabito’s, and a $500 donation. Donations now total $6,077.94 plus $197,000 from Four County. Remaining amount necessary to raise is $78,820.
* A subscription has been renewed for the Junior Library Guild.
* Construction grant work for last year is almost done. Contractor will be coming to finish.
* Summer reading program has been launched, includes a reading list, coloring pages, and other interesting projects.
* Two quotes for septic work have been received: Matt Tuller’s for $10,000 and Brian Enck’s for $13,500. There may be grants available to aid with the costs involved. Robin will investigate these. George made a motion to accept Tuller’s quote for a new septic system for $10, 00. Tammy seconded motion. All voted in favor, motion carried. Engineer Gretchen said she would check with Chenango County code about a permit. Board will follow up with her.
* Tammy made a motion to look at grants to help with the septic and if there are no results by July 31st, Matt Tuller may begin work with Robin’s permission. Elaine seconded motion, all in favor, motion carried.

**Addition Report**

* John Lorence explained the 3D models created by Architect Diana Jaramillo for the addition. Some of the changes include keeping the current smaller tree and curving the sidewalk starting from the library side. We will keep the concept of the VRF heat pump idea and put it out for bid with the design. If cost comes back too high, we will re-evaluate. If we go with the VRF commercial heat pump system, we can eliminate the mechanical room and create more floor space. We also eliminated the second deck and the cellar door will be under the new staircase. All windows will be capable of opening, meeting the natural ventilation code requirements. There was much discussion regarding the Blue Ox quote to move the existing furnace, install a new Rinnaii heater in the addition and the Mitsubishi residential heat pump system vs. a VRF system, which they also quoted.
* Tammy made a motion to accept the newest design with our modifications. George seconded motion, all in favor, motion carried.

**Bills:**

* George made a motion to approve payment for presented bills, motion seconded by John, all in favor, motion carried.

**Minutes:**

* Tammy made a motion to approve the last meeting minutes from May 7, 2020 with no changes. Elaine seconded motion, all in favor, motion carried.

**Executive Session:**

* George made a motion to move into Executive Session for a personnel issue. John seconded motion, all in favor, motion carried.

**Return to public meeting:**

* More discussion about changes to the proposed addition design.
* The possibility of hiring a temporary employee was explored. Robin’s daughter may be interested and has been helping in the Library, is part of Robin’s household and not a Covid risk. Tammy made a motion to approve hiring a temp PRN if needed. Ann seconded motion, all in favor, motion carried. This will be at Robin’s discretion should one be needed.
* Press release was discussed. Robin forwarded John’s draft he wrote up a while ago to all board members. A strong effort will be made to get this done. George will take the lead with this project.

George made a motion to adjourn. Elaine seconded motion, all in favor, motion carried. Meeting adjourned at 8:43 pm.

Submitted:

Ann Mein