**South New Berlin Free Library**

**Meeting Minutes**

November 4, 2020

**Board members** **present**: Marcia Hoag, George Clum, Elaine Clum, Ann Mein, Tammy Osborne, John Lorence, and Tom Bryden

**Staff present:** Robin Avolio, Director

Meeting was called to order at 6:10 pm.

**Minutes:**

* The July and September minutes were reviewed. Tom made a motion to approve. Tammy seconded motion. All in favor, motion carried.

**2021 Budget:**

* Financial records provided by Accountant, Paul Rowe were passed around and the proposed 2021 budget was reviewed. Paul Rowe had stated that the Library would be getting a few thousand dollars credit for Employee Retention Credits. Tammy made a motion to approve and George seconded motion. All were in favor, motion carried.

**Director’s Report:**

* Robin gave her director’s report. (see Director’s report) Marcia will get petty cash for her.

**Bills:**

* Bills were passed around for review and approval. John made a motion to approve payment, motion seconded by Tom. All in favor, motion carried.

**NYSEG Quote:**

* Marcia provided an update on a NYSEG quote to move the natural gas lines. Cost would be $10,000. An additional cost of $500 would be added if we decide to continue use of natural gas and need the meter moved. They will schedule us for spring. As we move forward, we will fine tune the scheduled date. George made a motion to accept the quote, motion seconded by Tom, all were in favor. Motion carried.

**Blueprints:**

Final blueprints from Kin Studio were reviewed. A few concerns were discussed regarding specifics such as lighting, flooring, etc. and that some of the the bid process responsibilities were not specifically addressed in the contract. John will talk with the architect and engineer about these issues. Tammy made a motion to accept and approve the blueprints, motion seconded by John. All voted in favor, motion carried.

**Bid Package**:

* Discussion was had regarding the bid package as to timing, required documents, etc.

**Chicken Barbeque:**

* Elaine had spoken to the Fire Chief about doing a chicken barbeque for a fundraising event for us. A decision was made to wait until spring.

**NBT Loan:**

George updated the Board on the NBT loan in question and will be talking with them again next week. Discussion included a construction loan versus a line of credit, and budgetary concerns.

**Kin Studio statements:**

* Kin Studio submitted two bills in the amounts of $4,016.00 and $8977.53. Tammy made a motion to approve payment in total of $12,993.53. John seconded motion, all in favor. Motion carried.

**Ipad Purchase:**

* Robin asked for approval to purchase an Ipad at a cost of $326.98. Ann made a motion to approve, Tammy seconded, and all were in favor. Motion carried.

George made a motion to adjourn. Tammy seconded motion, all in favor. Motion carried. Meeting adjourned at 7:30 pm.

Submitted:

Ann Mein