**South New Berlin Free Library**

**Meeting Minutes**

December 1, 2020

**Board members present**: Marcia Hoag, George Clum, Tammy Osborne, Ann Mein, John Lorence.

**Staff members present:** Robin Avolio, Director

**Public present:** Martin Mein

The meeting was called to order at 6:05 pm.

**Minutes:**

* The November 4th meeting minutes were reviewed. Tammy made a motion to approve, seconded by George. All were in favor, motion carried.

**Bills:**

* Robin presented bills. They were passed around for review. Tammy made a motion to approve, motion seconded by Ann. All voted in favor, motion carried.

**Annual Audit:**

* Annual audit was discussed. Paul Rowe, accountant will be asked to provide an available date to be present at the meeting.

**Proposed Program:**

* Bonny Gayle has presented the option of providing six holiday themed workshops next year, using the DEC grant if we are awarded it. Tammy made a motion to accept this proposal, seconded by George. All voted in favor, motion carried.

**Four County Regional Directors’ Meeting:**

* There was a Regional Directors’ meeting today and some changes were announced. Cataloging book fees will be increased from $.25 to $.50. Deliveries will be made only one day per week henceforth. A Pandemic Plan will be expected to be developed by the Board by April of 2021.

**NBT:**

* Discussion was had regarding application for a $50,000 loan from NBT. All documents requested would be submitted and the process would move forward until there is cost involved, at which time it would go back to the Board for further discussion.
* George made a motion to apply to NBT for a $50,000 loan to supplement the building addition fund and to use the property as collateral. John seconded the motion. All in favor, motion carried. The plan is to not use this loan unless we absolutely need it. Fundraising will need to restart.
* John made a motion to submit the application and continue with the process until money is involved. Tammy seconded motion. All in favor, motion carried.
* Tammy made a motion to have Marcia Hoag and George Clum act as representatives of the Library to NBT, authorizing them to sign documents. John seconded motion, motion carried.

**Bid Process:**

* There was discussion regarding the bid process. Suggestions were made as to getting professional advice about the Bid Invitation letter drafted by Kin Studio, as well as discussion on hiring an attorney to assist with a contract with potential bid winners. It was suggested that if John cannot answer contractor’s questions, we hire engineer Gretchen to do so at an hourly rate, rather than approve a quote which was presented to us by her to handle the bid process. The Board would like to ask them to attend the bidders’ conference. John will contact them for a response.

**Fund Raising:**

* Discussion ensued about fund raising for the addition project. Contact with various businesses could include in-person meetings, Zoom meetings, letters, phone calls.. Marcia will contact Edmeston Library to inquire as to their process for their addition project.

**Chicken Barbeque:**

* The drive through chicken barbeque previously proposed has a new projected date of May 08, 2021, with an alternate date of May 15th.

Tammy made a motion to adjourn, seconded by George. All in favor, motion carried. Meeting adjourned at 7:35 pm.

Submitted,

Ann Mein, Secretary