SOUTH NEW BERLIN FREE LIBRARY

 ANNUAL AUDIT/BUSINESS MINUTES 12/14/2020

Present: George Clum, Tammy Osborn, Tom Bryden, Marcia Hoag

Staff Present: Robin Avolio, Paul Rowe

Meeting was called to order at 4:40pm.

The Boards asked for various transaction documents and clarification from our Accountant, Paul Rowe and Director, Robin Avolio. See specific entries on Pg 2

The Board felt confident that the audit was a success following their questions.

Paul Rowe still does not have access to the online NBT accounts. Marcia Hoag will follow up with NBT.

Robin Avolio spoke to Oxford Library Trustee and he recommended hiring an architect to handle the bid process. Marcia Hoag will also follow up with Joel from the Edmeston Library.

There was discussion about having a meeting on January 4 or 5 to finalize publishing the Invitation to Bid on the new addition. The tentative plan is to then advertise between January 5 and January 13 in the Daily Star, Evening Sun and the Pennysaver and have a Feb. 3 pre-bid conference. Marcia Hoag will send out an email to the Board and set up that meeting. There was discussion about Gretchen’s latest quote to handle the bid process. We will finalize this at the meeting on the 4th or 5th.

Robin submitted a draft 2021 approved Holiday list. Tammy Osborne made a motion to approve the list and Tom Bryden seconded it. All in favor. Motion carried.

Tammy Osborne made a motion to approve a 6% raise (increase of $720 per biweekly. $18,720 per year) for the Director position. George Clum seconded it. All in favor. Motion carried.

Minutes from December 1, 2020 will be approved at the next meeting.

Robin Avolio submitted the bill for our Property Liability from Preferred Mutual of $1089.56. George Clum made a motion to approve. Tom Bryden seconded it. All in favor. Motion carried.

George Clum made a motion to adjourn. Tom Bryden seconded it. All in favor. Motion carried. Meeting adjourned at 5:35pm.

Marcia Hoag, President

 **AUDIT ENTRIES THAT WERE VERIFIED**

1/15/2020 5347 $4190.00 KinStudio (Architect)

10/23/2020 5453 $745.00 Chicago One Stop (DVD packs)

7/4/2020 0704201 $11.52 NYSEG

9/8/2020 098201 $500 Donation

9/15/2020 005457 $10,000 Tuller (Complete Septic)

4/30/2020 0430201 $1297.31 EFTPS (Payroll taxes)

9/01/2020 5443 $24 Michael Fredrick (Book)

8/21/2020 082120 $37.74 Paypal (Ebay Cable lock)

8/31/2020 1020 $100.00 Donation

8/18/2020 1053 $5000 RC Smith Foundation (grant for septic)

3/03/2020 030320 $43.82 Donation

2/20/2020 1855 $50.00 Donation