**South New Berlin Free Library**

Annual and Quarterly Meeting Minutes

**January 19, 2021**

**Board members present**: Marcia Hoag, George Clum, Elaine Clum, Tom Bryden, John Lorence,

Ann Mein

**Absentees**: Tammy Osborne

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

**Public present**: Martin Mein

Meeting was called to order at 6:40 p.m.

**Minutes**:

* Meeting minutes of January 04, 2021 were examined. John made a motion to approve these minutes with minor changes, motion seconded by George. All approved, motion carried.

**Director’s Report:**

* Robin reported on NYS Annual Report, scheduled workshops, donations to date, Summer Reading Program, Sexual harassment Prevention Training, New York Paid Sick Leave, 2020 Daily Usage Report, 4th quarter programs, such as mitten tree and book club. Upcoming programs will include a book club and a possibly a willow workshop. See Library Director’s Report.

**Addition update:**

* John reported progress on the proposed addition. Blueprints, the Bidders’ Form, and the AIA (American Institute of Architecture) will be sent out to interested contractors. Discussion ensued with proposed changes to the Bid Form, expectations regarding cost, quality of materials and workmanship, breakouts, timeline, and more. These changes will be presented to Construction Manager, Gretchen BeVard for inclusion on the final revised forms. The Board examined the drawings for particulars such as flooring, lighting, kitchen, electrical, plumbing, siding, etc. and went over questions for interested contractors. We discussed wording, addenda, procedure protocol, and information flow as to procedure to address questions as they occur. We examined the AIA document as written and discussed necessary and desired changes.

**NYSEG and lines:**

* Discussion regarding NYSEG moving gas lines as to timing and contact with them to plan.

**AIA and Bidder’s Form**:

* Vote was taken on potential changes we made to both documents which will be conveyed to Construction Manager. Tom made a motion to approve said changes, seconded by Elaine. All approved. Motion carried.

Tom made a motion to adjourn, seconded by George, all approved. Meeting adjourned.

Ann Mein