**South New Berlin Free Library**

**Meeting Minutes**

**December 07, 2021**

**Attending Board members**: Marcia Hoag, Elaine Clum, Tom Bryden, Kathie Burnside; Absent: Ann Mein, Scott Stensland, George Clum

**Attending public**: Paul Rowe, Accountant, Lynn Macumber

**Attending staff**: Robin Avolio, Director

Meeting was called to order at 5:00 pm.

**Bills:**

* Kathie made a motion to pay a bill for Bonnie Gale’s basket weaving class in the amount of $775, seconded by Tom, approved by all. Motion carried.

**Quarterly Meeting:**

* A tentative date of January 18, 2022 was set for the quarterly meeting.

**Minutes:**

* Minutes from meeting of November 17, 2021 were read. Approval was agreed upon with one change, that of adding a note regarding executive minutes from November 08, 2021. According to policy, since no formal decisions were made during that session, no executive minutes were required.

**Internal Audit:**

* Transactions were selected from the ledger for verification. Paul Rowe and Robin Avolio matched checks and receipts as to the items selected by Board member as follows:
* It was clarified that Dave Montgomery collects trash for the Library.
* 02/10/21 - First Baptist Church- donation - $8,414.43
* 04/14/21- First Baptist Church- donation - 120.00
* 09/27/21- Bonnie Gale - 775.00
* 09/27/21 - Jr. Library Guild - 660.10
* 06/30/21 – Earlville Opera House - 3,300.00
* 03/19/21 - LLSA - 110.00
* 03/19/21 – W. B. Mason Co. - 16.78
* 01/18/21- Town of New Berlin - 330.00
* 06/16/21- Network For Good - 40.00
* 03/03/21 - Facebook Giving Tuesday - 262.00
* 10/25/21-South New Berlin Library - 100.00
* 10/25/21-South New Berlin Library 150,000.00
* 10/25/21-SNB Yorkers Museum - 2,291.93
* 10/28/21-Philadelphia Insurance - 840.00
* 11/19/21-Unadilla Valley Central School - 48,545.00
* 10/22/21-Chicago One Stop 779.10
* 01/19/21-Robin Avolio - 710.13
* 01/19/21-Robin Avolio - 623.38
* 07/09/21-NYSIF Disability - 481.27
* 02/15/21-SYNCB/Amazon - 159.41
* 03/16/21-Mary Fitch - 250.00
* 03/16/21-Mary Fitch - 25.00

Kathy will be vacationing out of state from 12/22/21 for a few weeks. She will have the option of joining meetings using Zoom.

There was some discussion regarding the Library budget and the tax vote.

Tom made a motion to adjourn, seconded by Elaine, all in favor. Motion carried.

Meeting adjourned at 5:50PM.

Marcia Hoag