**South New Berlin Free Library**

**Meeting Minutes**

November 17, 2021

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

**Staff attending:** Robin Avolio, Director

**Public**: Michael O’Reilly, Daniel O’Reilly, Lynn Macumber

Meeting was called to order at 5:30 pm.

**Building plan**:

* Michael O’Reilly and Daniel O’Reilly from Principle Design-Engineering, PLLC met with the Board to discuss and further the plan for the Library addition. They distributed plan drawings and spoke to particulars of choices of heating, cooling, advantages and disadvantages of each, alternates, space dimensions, and the estimated costs thereof. Siding choices, flooring, and windows were also subjects for consideration. A projected timeline was established for advertising, pre-bid requirements, bid documents, building permits, and other necessary actions.

**Audit meeting**:

* An internal audit meeting was scheduled for December 7, 2021 at 5:00 pm.

**Minutes:**

* Executive minutes of November 8 were examined and approved with two changes, to eliminate the names of two individuals who were not present. George made a motion to approve the minutes with correction, seconded by Scott, approved by all. Motion carried.

**Bills:**

* Robin presented bills for payment. One to Larry Abrams for lawn mowing in the amount of $500, and one to Bonnie Gale for $775 for a basket weaving course. Elaine made a motion to pay both, seconded by Scott, approved by all. Motion carried.

**Tax Cap:**

* Marcia will call accountant to clarify questions regarding 2021 tax cap.

Scott made a motion to adjourn, seconded by George. All in favor, motion carried. Meeting adjourned at 7:13 pm.

Submitted,

Ann Mein