**South New Berlin Free Library**

Budget Workshop and Quarterly Meeting

October 19, 2021

Board members present: Marcia Hoag, Ann Mein, George Clum, Elaine Clum, Kathie Burnside, and Tom Bryden

Public attending: Paul Rowe, Accountant, Scott Stensland

Staff present: Robin Avolio, Director

Meeting called to order at 5:00 pm.

Budget:

* Financial statements were examined by the Board and discussed with Paul Rowe, Accountant. The proposed budget for 2022 was agreed upon for the coming year. Kathy made a motion to approve, motion seconded by Tom, all approved. Motion carried.

Minutes:

* Minutes of August 12 were approved, with Tom making first motion, seconded by Kathy. All approved, motion carried.
* Minutes of August 17 were approved with George making first motion and seconded by Tom. All approved, motion carried.

Bills:

* Four County cost of services: Services include automation, two circuits, download zone, movie licensing, and research center. Services will be billed individually throughout the year. Ann made a motion to pre-approve cost of services, seconded by Elaine, all approved, motion carried.
* Principle Design and Engineering: Billed for $565 for services rendered. Tom made a motion to pay, seconded by George, all approved. Motion carried.
* Philadelphia Insurance Co. billed $840 annual premium for D & O insurance. Kathy made a motion to pay, seconded by Elaine. All in favor. Motion carried.
* Five puppets were ordered and cost thereof amounting to up to $150, including shipping was approved. Elaine made a motion, seconded by Kathie, and approved by all. Motion carried.

Scott Stensland expressed an interest in becoming a board trustee. George made a motion to approve, seconded by Elaine. All approved, motion carried.

Director’s Report:

* DVD supplies purchased from budget were explained and a plan to purchase another batch was discussed. A motion was made to spend $795 for 500 DVD sleeves. Tom made a motion for this purchase, seconded by Scott, approved by all. Motion carried. George made a motion to approve purchases for the second and third quarters, seconded by Elaine. All approved, motion carried.
* CARES ACT has provided three sets of tablets and barcode readers.
* The New Berlin Planning Board has taken the proposed addition site plan to the Chenango County Planning Board for approval pending DOT approval.
* There will be a food drive box in the Library for contributions before November 16.
* See Director’s Report

Discussion was had regarding estimates for excavation and concrete for a foundation, timing for permits, etc. More inquiry will provide better understanding of the complexities involved. Another meeting will be called soon.

George made a motion to adjourn, seconded by Scott, all approved. Motion carried. Meeting adjourned at 7:28 pm.

Ann Mein