**South New Berlin Free Library**

**Annual/Quarterly Meeting Minutes**

**January 18, 2022**

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

**Staff**: Robin Avolio, Director

Meeting was called to order at 5:07 pm via Zoom. Marcia stated that she had verified through Steve Bachman, Director Four County Library System that zoom meetings were approved by the Governor and that board members voting via Zoom were legal. There was some discussion about recording the meeting. Robin stated that she had turned recording on when setting up the Zoom link. We don’t exactly know where the recording is saved. We plan to do more investigation into this.

**Election of officers**:

* Elaine made a motion to keep the slate of current officers for another two-year term. Kathie seconded motion. Scott voted aye, as did Kathie, Elaine, George, Ann, and Marcia. Tom had not yet joined the meeting. Motion carried.

**Old business:**

* Elaine mentioned a prior discussion involving creating a committee to work on fund raising. It was decided to wait for the building quotes for the proposed addition before proceeding with that step.

**Advertising:**

* There was discussion about advertising cost to advertise for bids on the addition. Scott offered a donation of $300 toward the cost. George made a motion to approve an additional amount of $200 to be added to the donation to cover advertising. Scott seconded motion. Votes: Elaine voted aye, as well as Kathie, Scott, George, Ann, and Marcia. Motion carried.

**Quarterly Report:**

* Marcia confirmed with Robin that Paul Rowe, Accountant had not yet sent the Quarterly report so it could not be reviewed and approved.

**Director’s Report:**

* Robin presented her Director’s report. See attached. She presented 2021 fourth quarter purchases. Scott made a motion to approve, seconded by Elaine. Aye votes were Elaine, Scott, Kathie, George, Ann, Marcia, and Tom who had joined the meeting by this time. Motion carried.

**Petty Cash:**

* The petty cash register was presented with income and purchases. Kathie made a motion to accept, motion seconded by Scott. Aye votes: Elaine, George, Kathie, Scott, Ann, Tom, Marcia. Motion carried.

**Addition donations:**

* The current total for proposed addition is $27,826.

**Bullet Aid:**

* NYS Assemblyman Joe Angelino has procured a $1,111.00 grant for the Library.

**Sick Leave Policy:**

* A sick leave policy was reviewed. Ann made a motion to accept retroactive to January 1, 2021, seconded by Elaine. Aye votes: Elaine, Kathie, Scott, Tom, Ann, George, and Marcia. Motion carried.

**Book Club and other activities:**

* The Second Tuesday Book Club is continuing to meet. The planned preschool morning reading has been postponed. Robin had a discussion with Bonnie Gale about the next workshops for 2022.

**Minutes:**

* The minutes from 12/07/21 were reviewed. Elaine made a motion to accept, seconded by Tom. Aye votes: Elaine, Tom, Kathie, and Marcia. Motion carried.

**Principle Design Engineering**:

* The O’Reilly brothers plan to have a bid package readied for the Board’s consideration early in February. Discussion was had regarding particulars. It was questioned as to whether to require contractor bonding or not. Scott made a motion to not require bonding, seconded by Tom. Aye votes: Tom, Ann, Scott, George, Elaine, Kathie, and Marcia. Motion carried.

George made a motion to adjourn, seconded by Scott. Aye votes: Ann, Elaine, George, Scott, Kathie, Tom, and Marcia. Meeting adjourned at 5:53 pm.

Submitted:

Ann Mein