**South New Berlin Free Library**

**Meeting Minutes**

November 08, 2021

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

**Attending staff:** Robin Avolio, Director

**Attending public**: Lynn Macumber

Meeting was called to order at 5:30 pm.

**Minutes**:

* Minutes from meetings on 10/19/21 and those of 10/21/21 were read for approval. Tom made a motion to approve both, seconded by Elaine, all approved, motion carried.
* **Bills:** Two bills from O’Reillys were presented for payment for services rendered; one for $1,345and the second for $8,715 **,** totaling $10,060. Kathy made a motion to pay, seconded by George, approved by all. Motion carried.

**New Berlin Planning Board**:

* Kathie reported on the meeting she and Marcia attended with the Planning Board. All paperwork that had been submitted was accepted. They were told they would not be meeting again until March. If an extension to the permit would be needed, a call would need to be made to request it. The fee was waived. Marcia gave them a copy of a paper from an official from the DOT stating a permit would not be necessary. They were given a copy of the finished drawing for their files as well. Marcia spoke with the County also, who stated that if concrete work would be done this winter, a permit would be required. If waiting for spring, they advised to not to get a permit until then.

**Executive Session:**

* George made a motion to go into executive session per Open Meeting Law, Section 105, and Paragraph F for the purpose to discuss the possibility of employing a contractor. Elaine made second motion, and all approved. Motion carried. Following discussion, public meeting was resumed.

**Bid Process:**

* Scott made a motion to ask Principle Design-Engineering architects, the O’Reillys to start a bid process and to handle the procedure. Elaine seconded motion, all were in favor. Motion carried. Marcia will contact O’Reillys to set up a meeting with them.

**Audit Meeting:**

* Paul Rowe, Accountant has been contacted to provide a date when he can be present for an internal audit.

Scott made a motion to adjourn, seconded by George, approved by all. Motion carried. Meeting was adjourned at 6:45 pm.

Ann Mein