

SOUTH NEW BERLIN FREE LIBRARY ANNUAL AUDIT MEETING

December 4, 2019

ATTENDEES: Marcia Hoag, George Clum, Elaine Clum, John Lorence, Tom Bryden, Tammy Osborne, Robin Avolio, Paul Rowe (absent is Ann Mein)

PUBLIC ATTENDEES: Wendy Oldham, Lynn Macumber

Meeting called to order at 6:02pm

Minutes from the last meeting held on October 15, 2019 were reviewed and approved. Motion made to approve by Elaine Clum, seconded by Tom Bryden, all in favor. Motion carried.

Paul Rowe, Library Accountant was in attendance for the annual audit. Various transactions were requested by Board members and verified via checks, bank statements, invoices, documentation, etc. Robin Avolio, Director and Paul Rowe, Accountant successfully provided all documentation. One check deposited had been recorded as Chenango County. The NBT bank statement verified the deposit. Further investigation into what the check was for will be provided at the next meeting. The Audit was deemed a success by all.

All bills presented were reviewed and approved to pay. Robin presented six requests for payments for invoices and reimbursement requests. Motion to approve all bills presented was made by George Clum, seconded by John Lorence, all in favor. Motion carried.

Updates on the addition were discussed. A total of 850 flyers have gone to print, 792 to be mailed out and 58 will be available to handout at the library. The campaign sign design was approved with a motion made by Elaine Clum and seconded by John Lorence, all in favor. Motion carried. Payment for the sign had been approved at a prior meeting. We are hoping to have the architect attend our January 21, 2020 meeting. Also, we need to acquire a letter from the bank as soon as possible showing proof of funds for the construction grant.

Contractor, Mike Hall gave an estimate to do beam repair work in the cellar. Robin also received a quote from local contractors, Maynard and Walling to install a 6'x9' book drop. Remaining grant money should be enough to cover both of these items. Motion to approve up to \$750 to Mike Hall for the cellar work was made by George Clum, seconded by Tom Bryden, all in favor. Motion carried. Mike Hall Construction is also interested in giving us a quote for the Addition after we hire an architect.

Holiday Closures for 2020 were proposed by Robin, motion to accept made by Tom Bryden, seconded by Tammy Osborne. All in favor. Motion carried.

Robin is seeking grant money toward a DVD consolidation project for the library. She has received \$750 from a Walmart grant and is seeking others.

Robin is also applying for a grant from Stewarts to be used for a Science performer to perform at the library around the time of the 2020 Summer Reading Program.

Mary Fitch has asked for an increase in pay for snow removal from \$20 to \$25 each time snow removal is completed. Motion made to approve made by Tom Bryden, seconded by Elaine Clum, all in favor.

Director evaluation forms were completed by all board members in attendance. Scores from the evaluation were indicative of our immense satisfaction with Robin. This was followed by a vote on the new Director's Agreement. Motion to approve made by George Clum, seconded by John Lorence, all in favor. Motion carried.

Marcia asked if there were any concerns from board members. It was decided to move forward with a previously approved decision to purchase a new recorder.

Marcia asked the public if they had comments. Wendy Oldham asked when the Annual Report would be available. Robin informed her it was already on the Library website.

Motion to adjourn made by George Clum, seconded by Elaine Clum, all in favor. Motion carried. Meeting adjourned at 8:02pm.

Tammy Osborne,
SNBFL Trustee

APPROVED