

South New Berlin Free Library  
Quarterly Meeting  
July 17<sup>th</sup>, 2024

Board Members Present: Kathie Burnside, Robert Decker, Laura Riddle, and Carolyn (Carrie) Lewis  
Absent: Scott Stensland, Elaine Clum, and Tom Bryden  
Staff Present: Robin Avolio-Director  
Public Present: Mike (Sam) Gainfort and Marcia Hoag

The meeting was called to order at 6:32 by Kathie Burnside.

The agenda was reviewed and adopted on a motion by Carrie, second by Laura and passed.

During public comment, Mike (Sam) Gainfort expressed his approval that the work on the building is moving forward. Robin shared that at the Four County Annual Dinner, the South New Berlin Free Library was awarded the Love of the Voters Award, for achieving the highest budget vote passage rate in the Four County Library System, at 92%!

We have received three letters of resignations from board members Scott Stensland, Elaine Clum, and Tom Bryden. All in favor of accepting their resignations.

New officers elected as follows: Kathie Burnside, President  
Laura Riddle, Vice President  
Robert Decker, Assistant Treasurer (continuing in this position)  
Carrie Lewis, Secretary

The minutes from the April 16<sup>th</sup>, 2024 meeting were reviewed and approved on a motion made by Laura, second by Bob and passed.

The financial statements were reviewed and approved on a motion by Carrie, second by Bob and passed.

Library Director, Robin Avolio, presented bills to be approved. They included \$26,785 and \$27,420 to Bob Loitsch, contractor, for work completed, \$72 for the Annual Four County Meeting, and \$120.63 for Fire and Building Codes Enforcement. Motion to approve bills by Carrie, second by Bob, and passed.

Robin presented her directors report for the second quarter showing purchases and petty cash. Motion to approve purchases by Bob, second by Laura, and passed. Eat Your Way through the alphabet was a success with many kids present. The Paper Heart Puppets presents Cardboard Explosion to kick off the summer reading program had 10 kids and 10 adults present. There are 19 kids enrolled in the summer reading program. Progress on grants was discussed along with future programming. Discussed library maintenance needed, quotes and names for contractors are needed.

Board Committee Reports: A committee had been formed to develop a Collection Development and Reconsideration Policy. The policy was reviewed and Robin will adjust the format to be reviewed at the next meeting.

Under Old Business, the forms at NBT bank need to be signed. It was moved to remove the previous signers (who have since resigned) and a motion was made that Kathie Burnside - President, Carrie Lewis - Secretary, and Laura Riddle - Vice President will be added on as signers. The motion to accept by Bob, second by Carrie and passed.

In New Business, Robin will be calling Principle Engineering for them to inspect the work that has been done so far on the building project.

Conflict of Interest Acknowledgement and Disclosure Forms were signed by the entire board and collected.

A reminder, to the entire board, required Trustee Continuing Education is to be completed by December 31<sup>st</sup> 2024.

Board discussed potential individuals to fill the vacant seats on the board.

The Trustee Job Description discussion will be tabled until the meeting in August.

The next meetings will be August 7<sup>th</sup>, 2024 at 5:30 pm and August 27<sup>th</sup>, 2024 at 5:30 pm. Annual Sexual Harassment Prevention Training will be included in the August 27<sup>th</sup> meeting.

Meeting adjourned at 9:38 pm.

Carolyn Lewis  
Secretary