

South New Berlin Free Library
Public Meeting
August 7th, 2024

Board Members Present: Laura Riddle, Kathie Burnside, Carrie Lewis, and Robert Decker
Absent: None
Staff Present: Robin Avolio-Director
Public Present: Gary Smith and Samantha Kemnah

The meeting was called to order at 5:50 pm by Kathie Burnside, President

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

There were no public comments made.

The minutes from the July 17th, 2024 meeting were reviewed. Marica Hoag was added to the public present. Minutes were approved, with the change to the public present, on a motion made by Bob, second by Laura, and passed.

New Trustees were added to the board. Gary Smith and Samantha Kemnah introduced themselves. Motion to welcome Samantha and Gary to the board made by Bob, second by Laura, and passed.

Library Director, Robin Avolio, presented a quote for promotional bags with the library's name. Quote was \$350 for 100 bags. Discussed, no action taken at this time. No new bills to be discussed at this time.

The Board reviewed the following policies:

- The Collection Development and Reconsideration policy was reviewed and it was discussed with the new Trustees on why the policy was put into place. A motion to adopt the Collection Development and Reconsideration Policy was made by Bob, second by Samantha, and passed.
- The Trustee Education Policy had a line added for the mandated annual sexual harassment prevention training that trustees must complete each year. Motion to adopt the revised Trustee education Policy was made by Laura, second by Carrie, and passed.
- The Conflict of Interest Policy was updated and adapted from Four County's policy. The two new trustees signed their conflict of interest forms and submitted them. Motion to adopt the Conflict of Interest Policy was made by Carrie, second by Laura, and passed.
- Also discussed was the Library Trustee Job Description. A motion was made to add that regular attendance at meetings is essential by Bob, second by Samantha, and passed.

Old Business

- All the paperwork has been signed at NBT bank. Kathie, Carrie, and Laura are all able to sign checks. The previous signers have all been removed.
- We are still looking for someone who can power wash the building, ideally, they would have a mobile unit.
- We have received two estimates for new gutters. One from the Gutter Experts, NY and one from Jeff Parker. Robin will be getting more information and a decision will be made at the next meeting.

- Principle Engineering has been over to look at the work done so far. The building passed framing code. The contractor will be starting on the electrical and plumbing next.

In new business we reviewed the handbook and discussed different questions members of the board may have had.

The next meeting will be August 27th, 2024 at 5:30. The following meeting will be the budget meeting in October. Date and time TBD.

Motion to adjourn meeting at 7:30 by Bob, second by Samantha and passed.

Carrie Lewis
Secretary