

South New Berlin Free Library
Quarterly Meeting
April 16, 2024

Board Members Present: Scott Stensland, Tom Bryden, Robert Decker, Kathie Burnside, Carrie Lewis

Absent: Elaine Clum, Laura Riddle

Staff Present: Robin Avolio - Director

Public Present: Kim Felter Canarelli, Mike (Sam) Gainfort

The meeting was called to order at 5:30 pm by President Scott Stensland.

The agenda was reviewed and adopted on a motion by Tom, second by Carrie and passed. Robin handed out new copies of the 2023 Trustees Handbook to those present.

During public comment, Kim Felter Canarelli and Mike (Sam) Gainfort were present and requested an update on the library construction project. They asked questions and the board updated them on the project.

The minutes from the February 13, 2024 meeting were reviewed and approved on a motion by Bob, second by Carrie and passed.

The financial statements were reviewed and approved on a motion by Tom, second by Kathie and passed.

Library Director, Robin Avolio, presented bills to be approved. They included \$4,000 to Bob Loitsch, contractor, for windows in the new addition, WB Mason for library supplies, CSLP for summer reading supplies, and Invent tables. Also approved was a quote for the summer reading presenter. Motion to approve bills by Tom, second by Carrie and passed.

Robin presented her director's report for the 1st quarter showing purchases, petty cash, eclipse program for which she was able to distribute 130 pairs of glasses, progress on grants that she's written, upcoming events and library maintenance needed. Motion to accept by Tom, second by Bob and passed.

The revised purchasing policy approved on February 13, 2024 was signed. Motion to accept by Tom, second by Bob and passed.

Under Old Business, Bob Decker will need to go to NBT Bank to sign forms indicating he is the assistant treasurer.

The board discussed the progress made on the construction project. Contractor Bob Loitsch has met with Robin to ask about changes needed to the project and will meet with Principle Design architects to discuss those changes. He hopes to get the roof on soon and the new windows put in.

In New Business, Bob Decker, as assistant treasurer, recommended an internal audit before each meeting to make sure the books are up to date. He and Robin will be doing this and develop a policy related to this. Motion by Bob, second by Carrie and passed.

Carrie suggested we develop a resource challenge policy in case use of some of our resources are challenged. She stated the American Library Association has a step by step process on how to develop the policy. She and Bob will work on it.

In the past, the library has participated in the Eat Your Way Through the Alphabet event at UVCS. This year it will take place on May 16, 2024 at 5pm. As of this meeting, Robin hasn't received any notice about the event.

The next quarterly meeting will be July 16, 2024 at 5:30 pm.

Meeting adjourned at 6:55 pm.

Kathie Burnside
Secretary