

South New Berlin Free Library  
Quarterly/Audit Meeting

January 21<sup>st</sup>, 2025

Trustees Present: Kathie Burnside (via Zoom), Bob Decker, Carrie Lewis, Gary Smith, Laura Riddle, and Samantha Kemnah

Absent: None

Staff Present: Robin Avolio-Director

Accountant: Paul Rowe

Public Present: Vikki Cates

The meeting was called to order at 5:31 by Kathie Burnside, President.

This meeting utilized video conferencing and was recorded.

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

There were no public comments made.

An election of officers was held. A motion was made by Bob to keep the officers the same, second by Sam, and passed.

The minutes from January 14<sup>th</sup>, 2025 were reviewed. Minutes were approved on a motion by Sam, second by Bob, and passed.

During this meeting an Audit was performed by the Trustees. Multiple transactions were randomly selected by board, paperwork pulled by Paul. Everything was accounted for and questions answered. During this time, it was discussed that if we were to change to electronic statements that we would save the \$5 monthly service charge. It was decided that this switch should be made. Paul also recommended that any additional money that the library has should be in a Money Market account, which yields higher interest. A motion to create two separate Money Market accounts and leaving \$10,000 in checking was made by Bob, second by Carrie, and passed.

Library Director, Robin Avolio presented the directors report. This included purchases and petty cash (expense and income). Robin will be participating in a weekly webinar to help facilitate the completion of the annual report. A motion to approve the directors report/purchases was made by Laura, second by Sam, and passed.

In regards to the Construction project, dry wall was starting on January 22<sup>nd</sup> and should take about three weeks to complete. The plumber was in and installed the heater on the wall. The Engineer had been out to check out the rotten area that was found. Area has been fixed and reinforced.

Trustee appointments were discussed. Multiple names were brought up of people who could be asked to join the board. A motion to appoint Scott Stensland to the board was made by Gary, second by Sam, and passed.

In old business, the credit card was discussed. Kathie was going to call NBT bank to see how to proceed.

There was no new business to discuss.

The next meeting will be February 25<sup>th</sup> at 5:45.

The meeting was adjourned at 6:40.