

South New Berlin Free Library
Quarterly Meeting
July 15th 2025

Board Members Present: Kathie Burnside, Robert Decker, Scott Stensland, Samantha Kemnah, Laura Riddle, and Carrie Lewis

Absent: Gary Smith

Staff Present: Robin Avolio, Director

Public Present: Vikki Cates

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

The agenda was reviewed, financial reports were added after approval of the minutes, and adopted on a motion made by Carrie, second by Sam, and passed.

There were no public comments made.

The minutes from May 27th, 2025 were reviewed. Minutes were approved on a motion made by Bob, second by Sam, and passed.

The second quarter financials were reviewed. There was a discussion that a decision should be made on how much money should be in the Emergency fund, this was tabled for today. Discussion about closing the grant account now that the library addition is complete. This will be discussed with Paul and discussed at a future meeting. A motion to accept the finances was made by Scott, second by Sam, and passed.

The following bills were discussed and approved via initials by all board members present. Scholastic, DEMCO Library Supplies, Tom Sieling, CSLP, Dolly's World, the Credit Card, and the final bill to Loitch construction. A quote was received for TJ's Lawn Service for \$30 to mow and weedwack. A motion was made to approve TJ's Law Service on the contingency of one more attempt to contact the current vendor, motion made by Carrie, Second by Bob, and passed. Keith Rifanburg had been to the library and we are waiting on the quote for the gutters.

During the Directors Report it was announced that the Library had been donated \$500 from Nancy and Dave Dibbell for lighted cases, from McNeil's, for display use in the museum. There were also a few filing cabinet and other files for sale that the Library would like to purchase from McNeil's. The total from McNeil's would be \$655 (\$500 of this donated). It was also discussed that a baby changing station for the bathroom and a fridge for the new addition needed to be purchased. A motion to allot the extra money needed for the McNeil furniture, fridge, and baby changer as presented was made by Bob, second by Scott, and passed. Discussed purchases and petty cash. Reminder that we are getting the Amazon Business Prime for free through Susquehanna System. This will help us get things faster and possibly cheaper. The Summer Reading Program is in full swing. At this time there are 26 registered participants. The big events (Creating their own rain sticks and making stuffed axolotls) were full with waiting lists. The Library is considering cutting story time during the summer. Lindsay Avolio is doing social media for the library.

Now that the addition is complete, the Grand Opening was discussed. The date picked was Tuesday, August 26th from 4:30-7 pm. A motion to allocate \$1,000 for the grand opening and approve the formation of a committee was made by Scott, second by Laura, and passed.

Grand Opening Committee members: Scott, Carrie, Bob, Robin, Vikki Cates, Lindsay Avolio

Under Old Business, George Clum purchased a bench in memory of Tommy Osborne. The bench is outside the new addition. We will continue updating library policies in September. Reminder that trustee continuing education and sexual harassment training must be complete by the end of the year.

There was no new business.

The next meeting is scheduled for September 16th at 5:30.

Meeting was adjourned at 7:28 by Kathie Burnside.

Carrie Lewis
Secretary