

South New Berlin Free Library
Public Meeting
September 16th, 2025

Board Members Present: Kathie Burnside, Robert Decker, Gary Smith, Carolyn Lewis, Samantha Kennah, Laura Riddle

Absent: Scott Stensland

Staff Present: Robin Avolio, Director

Public Present: None

The meeting was called to order at 5:44 by Kathie Burnside, President

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

There were no public comments made.

The minutes from July 15th, 2025 were reviewed. Minutes were approved on a motion made by Sam, second by Laura, and passed.

The following bills were discussed and approved via board member initials. \$105 for MJ for catering the grand opening. \$391.25 for the reimbursement to Robin Avolio for the acknowledgement banner and bags. \$860 for the Directors and Officers Liability Policy.

The Purchasing Policy was revised as the community room construction has been completed. A motion to approve the revision was made by Laura, second by Bob, and passed.

A decision was made to work on the thank you notes from the Grand Opening over the next week or so.

The survey was discussed. There was a decent amount of surveys returned with many thoughts and ideas of programs and use of the Community Room. Before the next meeting there will be more survey information compiled to see how the library is doing.

Under old business, we did get the cabinets from McNeil's. The bench was discussed. On a motion made by Laura, second by Bob, and passed we approved a bench with plaque not to exceed \$350. Discussion about a chair lift to make the library/museum fully accessible, an estimate will be obtained. We had obtained an estimate for the gutters in the back of the building and to fix the area where the birds have made a nest. This total came to \$2,000. After discussion, a motion was made that \$1,000 could be spent for the gutters or \$1,500 for gutters and flashing on corner. Motion made by Sam, second by Laura, and passed.

Also, there was discussion that we need to decide how much money should be in an emergency fund. A CD was discussed to generate extra revenue for the library. There are questions that need to be addressed. Should the answers be satisfactory then a motion was made to move \$60,000 to a CD with a short-term limit not to exceed 12 months by Bob, second by Sam, and passed. It was also decided to close the grant account.

Under new business it was discussed that we need a railing on the step going into the community room, need to paint the front of the step.

The next meeting is scheduled for October 21st at 5:30.

The meeting was adjourned at 6:58 by Kathie.

Carolyn Lewis
Secretary