

**BOT Stand Up Meeting Minutes
4 PM Thursday, September 24th, 2020**



Roll Call | President Roger Mellem called the meeting to order at 4:00 PM.

Board Attendees | President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Constable Kristin Wright, Treasurer Robert O'Brien, Clerk Dori Panthofer

Workstation for Village Hall | The purpose of buying a workstation is to allow the Clerk to efficiently perform Clerk duties at Village Hall. After researching new and used workstations, Clerk Panthofer presented Office Furniture Resources Quote # 016938 for a used L-shaped workstation with a 2 drawer lateral file cabinet pedestal and chair for a total cost is \$500 plus mileage. Trustee Schroeder offered to assist with pick up and installation, saving the Village over \$250 in delivery fees.

Motion to approve the purchase of a used workstation for Village Hall made by Constable Wright, seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 4:05 PM.