

**Bloomfield Public Library
Trustees Meeting
Monday, March 18, 2019
7:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 7:02 p.m.
Present: F. Coleman, S. Mitchell, B. Burlingame, M. Hawkins, K. Steiner,
A. Williams, R. Naffziger.
Also present: M. Prak

Approval of Agenda: Bill moved to approve the agenda. Sandy seconded. Agenda approved.

Public Comment Period: No public comment.

Approval of February Minutes: Sandy moved to approve the February minutes. Ralph seconded. Minutes approved.

Financial Reports:

- For February: 12,414.59 – expenses, 375.99 – deposits
- Ralph moved to approve the Journal for February. Sandy seconded. Board approved.
- Ralph moved to approve the Profit & Loss for February. Sandy seconded. Board approved.

Review of bills to be paid:

- Francis moved to approve payment of the bills for March. Mindy seconded. Board approved.

Director's Report: Sandy moved to approve the Director's Report. Karen seconded. Board approved.

Committee Reports

Friends

- Mailing was sent out for annual membership drive.
- Book sale is Friday, May 3 and Saturday, May 4. Chicken BBQ is Sunday, May 5 (at Shivers & Shakes). Set-up will begin on Saturday, April 13.

Budget/Finance/Personnel

- New Director will start in April (April 1)
- 403(b) Retirement Plan: Canandaigua National Bank (CNB) contact is Charlene Johnson. Francis moved to accept Certificate of Authority for Bloomfield Public Library 403(b) Plan; President, Vice President, and Financial Officers are signatures for the account. Ralph seconded. Board approved.
- Actual plan will need approval of the board at our next meeting; we will receive it ahead of time to read through.

Governance/Policy

- Policies compilation document is now posted on the website.

Facility

- 2018 NYS Construction Grant (interior upgrades): We won't know until summer if we receive the grant.
- Generator: More expensive estimate (about \$29,000) for for a water-cooled generator. The vendor believes the less expensive one would not able to carry the necessary load to power everything. This water-cooled and would not allow us to use the existing pad. Air-cooled generator is about \$15,000. Bill would still like to get other estimates.
- We should have the parking lot re-sealed in the next year or two.
- Ralph will reach out to Ryan Duvall to ask him to submit a bid for upcoming year for lawn maintenance and snow removal.

Long-Range Planning

- Will begin again in April, once the new director starts.

New Ideas

Francis suggested a Resources Committee. This will work to ensure that the workload of our director is not too great. Another suggestion is to put together a group of volunteers – led by one board member – with people who have specific skills or knowledge (e.g., grant writing).

Old Business:

- Bill moved to adopt a resolution directing the Bloomfield Central School District to hold an election to fill two library trustee vacancies for three-year terms. The form of the wording will be substantially the same on this subject as we used last year. (The school district will publish notice of the election along with its own notice.) Ralph seconded. Board approved.
- Candidates for trustee vacancies: we need to look for some interested individuals.

Adjournment: Meeting adjourned at 8:27. Motion to adjourn made by Mindy.

Next meeting: Monday, April 22 at 7:00 p.m.