

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

Call to Order: The meeting was called to order at 7:05 p.m.
Present: M. Hawkins, S. Mitchell, B. Burlingame, K. Steiner, A. Williams,
E. Fish, C. Richards, M. Prak.

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

Public Comment Period: No public comment.

Approval of Minutes: Mindy moved to approve the October minutes. Bill seconded. Minutes approved.

Financial Reports:

- For October: \$17,994.00 – expenses, \$28,797.50 - deposits
- Sandy moved to approve the Journal for October. Carey seconded. Board approved.
- Sandy moved to approve the Profit & Loss for October. Carey seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for November in the amount of \$3,056.88. Carey seconded. Board approved.

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

- Upcoming programs: Project to make beaded Indian corn (will be out for anyone who comes in). Mitten tree. Visit from Santa. Origami star garlands for adults.
- Discussion of possible adult programming. Local small businesses may be interested in coming in to present their crafts.

Committee Reports

Friends

- Silent Auction went well. Still some items left to sell. They hope to do it again the future.
- Holiday party is Friday, December 6 at 7:00 p.m.

Budget/Finance/Personnel

- Treasurer Search: We will wait until our next budget, when we have funding for the position.

Governance/Policy

- Volunteer Policy: A few changes were discussed; we will update and distribute, then vote at the next meeting.

Facility

- 2018 NYS Construction Grant (interior upgrades): We have received some quotes. The committee will start to have regularly-scheduled meetings.

Long-Range Planning

- Met with Ron Kirsop earlier this month. First step is staff retreat. We will try to schedule this for January.

New Ideas and Discussion

- Clerk of the Works for construction project. Someone with some construction experience who can provide guidance on a volunteer basis.
- Corporate credit/debit card for library. Currently staff puts expenses on their own cards and then request reimbursement. Margo will inquire with the bank.

Old Business

- 2020 Holidays: Sandy moved to approve the 2020 Holiday closing schedule as discussed. Carey seconded. Board approved.

New Business:

- Board Member Position: We will continue to ask people, as well as post it on the website and post a sign in the library.
- Canandaigua National Bank 403(b) retirement plan:
 - -We need to update our Certificate of Authority to update who can sign for it. (The former Board president is still on it.) Paperwork signed at meeting; Margo will submit to bank.
 - -There is a fee to the library if Margo were to roll over her previous retirement plan into this one. Bill will contact bank to get more information.
- RG&E electricity supplier (ESCO). Other energy companies have contacted the library to solicit their services as the energy supplier. The board agrees that RG&E is a reliable known.
- Patron experience or engagement. Ideas:
 - -Comment box (comments will go to Board of Trustees)
 - -Playtime for children/Mom's group
 - -Staff greeting/warmer atmosphere

Adjournment: Meeting adjourned at 9:12. Motion to adjourn made by Karen.

Next meeting: Monday, December 16 at 7:00 p.m.