

**Bloomfield Public Library
Trustees Meeting
Monday, September 16, 2019
7:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 7:00 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: Bill moved to approve the August minutes. Sandy seconded. Minutes approved.

Financial Reports:

- For August: \$12,563.70 – expenses, \$2,001.00 – deposits
- Carey moved to approve the Journal for August. Sandy seconded. Board approved.
- Carey moved to approve the Profit & Loss for August. Sandy seconded. Board approved.

Review of bills to be paid:

- Carey moved to approve payment of the bills for September in the amount of \$3,069.98. Karen seconded. Board approved.

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

- PLS is implementing automatic renewals starting in November. Details on the process and notification system are being worked out.
- Margo attended the Association for Rural and Small Libraries conference earlier this month.

Committee Reports

Friends

- National Friends of the Library Week: October 20-26. The Friends will host a silent auction and art reception. Seeking donations from artists who are willing to donate a piece to the silent auction. Auction winners announced at the reception on Friday, October 25.
- Next meeting is Tuesday, October 15 at 7:00 (moved from usual Monday due to Columbus Day).
- Friends flyer will be created.
- Friends will pay for new blinds for the library windows (after the renovation).
- New president is Sue Walters.

Budget/Finance/Personnel

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

Governance/Policy

- Volunteer Policy pending. Ron Kirsop has created a volunteer manual for PLS. We can use this for guidance.

Facility

- Parking Lot Sealing: Sealing needs to be repaired, then striping done.
- 2018 NYS Construction Grant (interior upgrades): We should receive \$30,757 this month. We will receive remaining 10% when project is done. This grant covers 75% (or less) of the project. We are currently contacting contractors and gathering quotes for painting, carpeting, new patron computer counter, and circulation desk.

Long-Range Planning

- Waiting to hear back from Ron Kirsop to see if he is available to meet with the committee in the near future.

New Ideas and Discussion

- Document storage from Trustees meetings. There is a small file cabinet in the library office.
- Great Give Back is on Saturday, October 19. Margo is thinking about doing a food collection for the local food cupboard.

Old Business

- Mobile Hotspots: No new discussion.
- Director Goals. Bill will forward to the board.

New Business:

- PLS Annual Meeting & Breakfast: Wednesday, October 16 at 9:00 a.m. at Belhurst Castle, Geneva. \$18 per person.

Adjournment: Meeting adjourned at 8:26. Motion to adjourn made by Karen.

Next meeting: Monday, October 21 at 7:00 p.m.