

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

**Call to Order:** The meeting was called to order at 7:02 p.m.  
Present: M. Hawkins, S. Mitchell, B. Burlingame, K. Steiner, A. Williams,  
E. Fish, C. Richards, M. Prak.  
Also in attendance: Sarah Didas

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

**Public Comment Period:** Thank you for all we do for the library from Sarah Didas.

**Approval of Minutes:** Carey moved to approve the November minutes. Sandy seconded.  
Minutes approved.

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

- We received a bill from Town of East Bloomfield for 2018 retirement plan (April 1-December 31, 2018). Bill moved that we transfer an additional \$4050 to the interfund appropriation line (to increase the transfer to \$8,050) in order to pay \$4045.40 to the town for the retirement plan. Sandy seconded. Board approved.
- Tax money has been received. The funds remaining from the 2018-19 fiscal year should be transferred to another account (Unreserved or Capital). Margo will check with Ron Kirsop to inquire what amount is reasonable to keep in the unreserved fund in the case of an audit.

**Financial Reports:**

- For November: \$3,056.88 – expenses, \$165,301.85 - deposits
- Bill moved to approve the Journal for November. Carey seconded. Board approved.
- Bill moved to approve the Profit & Loss for November. Carey seconded. Board approved.

**Review of bills to be paid:**

- Sandy moved to approve payment of the bills for December in the amount of \$5,711.19. Karen seconded. Board approved.

**Committee Reports**

**Friends**

- Holiday party was fabulous.

**Budget/Finance/Personnel**

- Treasurer Search: Job description indicates the treasurer would need to devote approximately three hours per month, plus possibly attending part of the monthly board meetings. We will investigate an appropriate salary, then wait until our next budget, when we have funding for the position.

### **Governance/Policy**

- Volunteer Policy: Sandy moved to approve the volunteer policy as presented. Amy seconded. Board approved.

### **Facility**

- 2018 NYS Construction Grant (interior upgrades): We are receiving quotes and need to prioritize the projects. Floor, circulation desk, and computer desk are currently priorities. Waiting for quotes for the desks.

### **Long-Range Planning**

- Met with Ron Kirsop in November. We will try to schedule board retreat for January.

### **Old Business**

- Board Member Position
- Canandaigua National Bank 403(b) Retirement Plan. We inquired about Margo rolling her current retirement plan (from her previous employer) into her new plan. Unfortunately, this is not affordable.
- Corporate Credit/Debit card for library. Judy at the Canandaigua National Bank is looking into this. We prefer a credit card because it is more protected, but it would have to be connected to the employee's SSN. If we had a debit card, we would want to connect it to an account that we keep a small amount of money in. Will also look into PayPal.

### **New Business:**

- Personnel Wage increases based on 2020 minimum wage increase. Carey moved to accept the salary increases as proposed beginning with the paychecks issued after December 31, 2019. Karen seconded. Board approved.
- NYLA Membership. The library receives two free NYLA memberships (for employees) through PLS. Margo and Linda took the memberships. Board members can be non-voting members.
- NYS Minimum Standards, Trustee Training update.
- Other new ideas or discussion. Solar eclipse on Monday, April 8, 2024: This region is in the area of totality.

**Adjournment:** Meeting adjourned at 8:50. Motion to adjourn made by Karen.

**Next meeting:** Monday, January 20 at 7:00 p.m.