

Bloomfield Public Library
Annual Meeting of the Board of Trustees
via GoToMeeting
Monday, July 20, 2020
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:04 p.m.
Present: S. Mitchell, M. Hawkins, B. Burlingame, K. Steiner, A. Williams,
C. Richards, E. Fish, M. Prak.

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

Approval of Minutes: Bill moved to approve the 2019 Annual Board Meeting Minutes. Ellen seconded. Minutes approved.

Election of Officers:

The following slate of officers was presented and was elected unanimously:

- Secretary: Karen Steiner
- Vice President of Finance: Sandra (Sandy) Mitchell
- Vice President: William (Bill) Burlingame
- President: Melinda (Mindy) Hawkins

Conflict of Interest Statements

- These need to be signed by the board members and returned to Margo by this Saturday, in an envelope via the book drop.

Committee Assignments

Budget/Finance/Personnel

- B. Burlingame, S. Mitchell, C. Richards

Facilities

- B. Burlingame, M. Hawkins, C. Richards

Governance/Policy

- E. Fish, K. Steiner, A. Williams

Long-Range Planning

- Ad Hoc Committee. M. Hawkins, K. Steiner, A. Williams

Nominating Committee

- B. Burlingame, E Fish

Claims Auditor

- Amy Williams will be the Claims Auditor.

Board Roster

- Reviewed. Updates should be given to Margo, who will distribute updates as necessary.

Board Meeting Schedule

- Karen made a motion to approve the board meeting schedule for the 2020-21 year as presented. Carey seconded. Motion passed.

Holiday Calendar

- We will discuss during the August or another future meeting.

Transfer of Funds for Construction Payments

- Bill made a motion to transfer \$13,784.54 from capital fund to operating fund. Amy seconded. Motion approved. (We already transferred \$1,000 last year.)

Amy made a motion to move into Executive Session. Ellen seconded. Board approved. 403(b) contribution and director salary were discussed.

Set 403(b) contribution percentage for 2020-21 Fiscal Year as well as retroactive amount that was not yet paid.

- Bill moved to make the contribution of \$1720.00 to Margo's retirement account for 2019-20, and to make the contribution four percent of the annual salary for the coming year. This payment will be done at each annual meeting. Carey seconded. Board approved.

Approve Director Salary for 2020-21 Fiscal Year

- Carey moved to increase the director's salary to \$46,020 and will thus be exempt status for 2020-21. The continuation of exempt salary in future fiscal years is dependent upon the Library being able to maintain financial resources to be able to meet the required amount. Bill seconded. Board approved.

Adjournment: Meeting adjourned at 8:55. Motion to adjourn made by Karen.

Next Annual Meeting: July 2021. Date to be determined