

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, August 17, 2020
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:03 p.m.
Present: M. Hawkins, S. Mitchell, B. Burlingame, K. Steiner, A. Williams,
E. Fish, C. Richards, M. Prak

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

Public Comment Period: No public comment

Approval of Minutes: Carey moved to approve the July minutes. Ellen seconded. Minutes approved.

Director's Report: Carey moved to approve the Director's Report. Amy seconded. Director's Report approved.

- New York Library Association Conference moved on line.
- Association for Rural and Small Libraries Conference moved on line.
- Thank you letter to Pratt for donated garbage pick-up.

Financial Reports:

- For July \$17,367.28 – expenses, \$0 - deposits
- Sandy moved to approve the Journal for July. Ellen seconded. Board approved.
- Sandy moved to approve the Profit & Loss for July. Ellen seconded. Board approved.
- Bill moved to move \$9,000 from unreserved fund operating fund to complete the bill payment this month (payroll). Ellen seconded. Board approved.

Review of bills to be paid:

- Carey moved to approve payment of the bills for August in the amount of \$3,664.85. Sandy seconded. Board approved.
- Payment of bills approved orally by Mindy Hawkins, Carey Richards, Sandy Mitchell, and Karen Steiner.

Committees

Friends Liaison

- No report

Budget/Finance/Personnel

- Director review: self-assessment and board member assessments have been submitted.

Governance

- No report

Facility

- Renovation is complete.
- The dead ash tree in front of the library is the responsibility of the Village of Bloomfield to remove.

Planning

- This is currently on hold.

Old Business

- Reopening Plan: Reopening has been going well but has been stressful. As far as opening for regular business, the capacity with physical distancing is about 18, including staff.

New Business

- NYS Required Employee Sick Leave (discussion): New York State requires that all employees receive sick leave benefits. Needs to be reviewed further by committees before voting.
 - > Option 1 is to front-load all employees 40 hours of paid sick leave at the beginning of each year. With this option, we may not reduce their sick leave if employees work less than expected. This is how I currently receive sick time ("five days paid sick leave annually"). This would be nearly a month of work for other most part-time staff members.
 - > Option 2 is all employees accrue 1 hour of paid sick leave for every 30 hours worked. If an employee works 540 hours for the year, they would accrue 18 hours of paid sick leave. If we choose to have employees accrue paid sick leave, it is required to start accruing on 9/30/20 but employees can't use the accrued paid sick leave until 1/1/21.
- Karen made a motion to approve the 2021 Holiday Closing Calendar as presented. Carey seconded. Board approved.

Adjournment: Meeting adjourned at 7:42. Motion to adjourn made by Sandy.

Next meeting: Monday, September 21, 2020 at 7:00 p.m.