

**Bloomfield Public Library**  
**Trustees Meeting**  
**via GoToMeeting**  
**Monday, October 19, 2020**  
**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, E. Fish,  
C. Richards, A. Williams, M. Prak

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

**Public Comment Period:** No public comment

**Approval of Minutes:** Ellen moved to approve the September minutes. Bill seconded. Minutes approved.

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

- Furnace: Maintenance company will be there soon to take a look.
- Group from school district will be meeting next week in the teen area; there will only be about four people, and they will be following COVID policies.
- Project list. Friends will be purchasing the furniture, and Margo knows what she wants, but they are waiting until they can put more furniture in the library. Friends will also be paying for the window shades.
- Bill moved to approve the 2019-20 Annual Report. Sandy seconded. Board approved.

**Financial Reports:**

- For September: \$11,907.46 – expenses, \$212.00 - deposits
- Carey moved to approve the Journal for September. Ellen seconded. Board approved.
- Carey moved to approve the Profit & Loss for September. Ellen seconded. Board approved.

**Review of bills to be paid:**

- Sandy moved to approve payment of the bills for October in the amount of \$6,143.32. Bill seconded. Board approved.
- Payment of bills approved orally by Mindy Hawkins, Sandy Mitchell, Amy Williams Malpass, and Ellen Fish.

**Committees**

**Friends Liaison**

- Preparing annual fundraising appeal letter and hope to send out at next meeting – either in small groups or individually.
- They won't be able to hold the annual holiday party.

### Budget/Finance/Personnel

- Working on trying to find a treasurer, as per New York State mandate. Plans to contract Ron Parrish to ask about it. There is \$1200 budgeted for salary, so he wants to see if this is a reasonable amount.

### Governance

- Personnel Policy: Bill made a motion to accept the updated personnel policy. Amy seconded. Board approved.

### Facility

- No report.

### Planning

- This is currently on hold, but we need to meet soon and start with this.
- Margo will be designing a brief survey for the community, as required by minimum standards.

### Old Business

- None.

### New Business

- Monthly review of *Handbook for Library Trustees of New York State*. This will be an agenda item for each meeting. One topic and person will be assigned every month; that person will present a brief summary at the board meeting.
- Community Outreach: This came out of the Rural and Small Libraries Conference that Margo attended. It was recommended to make one phone call per week to individuals in the community (e.g., leaders of organizations) to ask about constituents and needs.
- Open Meetings Law Board Development Review: Open Meetings Law applies to all of our meetings. Ron Kirsop will join next month's board meeting to explain this soon. This will count as Board Education.
- Library Charter Status: We still have our provisional charter. We have to wait until closer to five years to apply for the permanent charter. We will contact the state head of time for correct verbiage for the resolution. Our registration is still under review; this has been slowed by COVID, but Margo is checking on it.
- Pandemic Response Plan: This is now part of New York State regulations. PLS sent out a sample late this afternoon, so we will discuss at the next meeting. It needs to be approved by the end of the calendar year.

**Adjournment:** Meeting adjourned at 7:56. Motion to adjourn made by Carey.

**Next meeting:** Monday, November 16, 2020 at 7:00 p.m.