

**Bloomfield Public Library**  
**Trustees Meeting**  
**via GoToMeeting**  
**Monday, September 21, 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, A. Williams,  
E. Fish, C. Richards, M. Prak

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

**Public Comment Period:** No public comment

**Approval of Minutes:** Sandy moved to approve the August minutes. Ellen seconded. Minutes approved.

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

- People Counter has not been working, and this seems to be an issue with a few other PLS libraries. Bill will see if he can troubleshoot and repair.
- New color copier/printer has been installed; funded by the Friends.
- Library patron visits have been pretty steady, but not as busy as pre-COVID.

**Financial Reports:**

- For August: \$14,558.31 – expenses, \$170.63 - deposits
- Ellen moved to approve the Journal for August. Carey seconded. Board approved.
- Ellen moved to approve the Profit & Loss for August. Carey seconded. Board approved.

**Review of bills to be paid:**

- Karen moved to approve payment of the bills for September in the amount of \$3,627.18. Bill seconded. Board approved.
- Bill moved to transfer \$12,500 from the unreserved account into the operating account to pay the bills and payroll (\$3,000 for the bills, and \$9,500 for payroll). Carey seconded. Board approved.
- Payment of bills approved orally by Mindy Hawkins, Carey Richards, Bill Burlingame, and Karen Steiner.

**Committees**

**Friends Liaison**

- Submitted an online questionnaire sent by the President of the NYLA Friends of Libraries
- Book sale and bake sale will take place April 30-May 1; Chicken Barbecue will be May 2.

#### Budget/Finance/Personnel

- Mindy had intended to send out the report of the Director assessment, but she has been having computer issues.

#### Governance

- Circulation Policy: Ellen moved to approve the revised Circulation Policy as presented. Carey seconded. Board approved.
- Personnel Policy: More changes were suggested, so the committees will discuss and vote at the next board meeting.
- Employee Health Screening Policy: Bill moved to approve the revised Employee Health Screening Policy as presented. Carey seconded. Board approved.

#### Facility

- The library will contract with Wyatt Conklin Lawn Maintenance for snow removal this winter season.

#### Planning

- This is currently on hold, but we need to meet soon and start with this.

#### **Old Business**

- Reopening Plan: The plan has been posted on the library website, as required. It indicates everything that the library is doing, and everything that is required by patrons.

#### **New Business**

- Board Education (two hours per year): This is not legislation yet, but it is expected to pass soon. Committee meetings with Ron Kirsop from PLS count as education. PLS offers workshops as well. Mindy will keep track of training; Board Members should let her know date, length and topic.
- Minimum Standards: These were updated by New York State for the first time in many years. Most of our information is required to be on line by the end of 2020. This information includes hours, director's name, policies, long-term plan, report to community, etc. Policy posting is being updated, and Margo is currently working on the report to the community.
- Treasurer Search: We need to start up this search again. This position needs to be hired by the board, not the director.

**Adjournment:** Meeting adjourned at 8:09. Motion to adjourn made by Karen.

**Next meeting:** Monday, October 19, 2020 at 7:00 p.m.