

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, November 16, 2020
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:55 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. Amy seconded. Agenda approved.

Public Comment Period: No public comment

Approval of Minutes: Bill moved to approve the October minutes. Sandy seconded. Minutes approved.

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

- New People Counter arrived and is working properly.
- Have decided not to have Santa visit. Will try to do holiday event with crafts and pre-packaged snack.
- Phone calls from aggressive individual: New York State Library Association contacted Margo; the person who has called with questions has called Monroe County libraries (lives in Monroe County) and is known by the New York State Library Association.
- COVID Microclusters: We can currently stay open and operate as we have been for the past several weeks.

Financial Reports:

- For October: \$16,058.52 – expenses, \$1,622.00 - deposits
- Bill moved to approve the Journal for October. Carey seconded. Board approved.
- Bill moved to approve the Profit & Loss for October. Carey seconded. Board approved.
- Karen moved to transfer \$12,600 (\$3,000 to cover the bills, \$9,600 to cover payroll) from the Unreserved Fund to the Operating Fund. Bill seconded. Board approved.

Review of bills to be paid:

- Bill moved to approve payment of the bills for November in the amount of \$2,676.28. Ellen seconded. Board approved.
- Payment of bills approved orally by Mindy Hawkins, Sandy Mitchell, Carey Richards, and Bill Burlingame.

Committees

Friends Liaison

- Mailed out annual appeal letter this week.

Budget/Finance/Personnel

- NYS Required Treasurer. Linda Schroeder has expressed an interest in doing the job; she helped us out previously, during the transition when Diana left, and prior to Margo being hired. BFP Committee will meet to discuss in greater detail.

Governance

- Amy moved to adopt the ALA Freedom to Read Statement and ALA Freedom to View Statement. Bill seconded. Board approved.
- Ellen moved to adopt the Conflict of Interest Policy Update. Amy seconded. Board approved.
- Karen moved to approve the Disposal or Sale of Surplus Property Policy Update. Ellen seconded. Board approved.
- Carey moved to remove the Bid Solicitation Policy due to redundancy, as it is covered in the Procurement Policy. Karen seconded. Board approved.

Facility

- No report.

Planning

- This is currently on hold, but we need to meet soon and start with this; we will review the survey soon.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State*. This will start in January.
- Community Outreach: Margo has started to put together a Google Doc with contact sheet.
- Pandemic Response Plan: Some libraries have made decisions about what they will do in response to microclusters (yellow, orange, etc.) Our expectation is the following: Yellow will be business as is currently taking place. Orange will be restricted. Red will be lobby pick-up with one employee in the building, with extra precautions in place.

New Business

- No new business

Adjournment: Meeting adjourned at 8:58. Motion to adjourn made by Karen.

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