

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, December 21, 2020
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:00 p.m.
Present: M. Hawkins, S. Mitchell, B. Burlingame,
C. Richards, A. Williams, M. Prak

Approval of Agenda: Amy Williams moved to approve the agenda. Sandy Mitchell seconded. Agenda approved with the change of removing “Association” from NYS Library under director’s report.

Public Comment Period: No public comment

Approval of Minutes: Sandy Mitchell moved to approve the November minutes. Carey Richards seconded. Minutes approved.

Director’s Report: Carey moved to approve the Director’s Report. Bill seconded. Director’s Report approved.

- ⑩ PLS received \$38,000 Cares Act and will determine who gets the money. Margo is putting together a packet to request funds to cover some PPE and other COVID expenses from April 30, 2020 to June 30, 2021.
- ⑩ Santa link is being posted tomorrow and is sooner than expected. Looking into options for people without Facebook.
- ⑩ Already received 190 responses to surveys, and our goal was 200.

Financial Reports:

- ⑩ For November: \$11,375.04 – expenses, \$171,877.00- deposits
- ⑩ Sandy moved to approve the Journal for November. Carey seconded. Board approved.
- ⑩ Sandy moved to approve the Profit & Loss for November. Carey seconded. Board approved.
- ⑩ Sandy Mitchell moved to transfer \$48,100.00 + \$12,953.05 surplus from Operating Fund to the Unreserved Fund. Carey Richards seconded. Board approved.

Review of bills to be paid:

- ⑩ Sandy Mitchell moved to approve payment of the bills for December in the amount of \$2,806.77. Carey Richards seconded. Board approved.
- ⑩ Payment of bills approved orally by Mindy Hawkins, Sandy Mitchell, Bill Burlingame, Carey Richards.

Committees

Friends Liaison

- ⑩ Decorated the library for Christmas
- ⑩ No meeting or Christmas party, but they are providing staff recognition gifts.
- ⑩ Will reconvene in January.

Budget/Finance/Personnel

- ⑩ NYS Required Treasurer. Will meet again in January to interview potential candidate.

Governance

- Pandemic Response Plan- required by NYS. We used PLS document as a base. Shifts responsibility to health care professionals.
- COVID-19 Micro Cluster Plan – Sandy noticed a typo in third line: “Waring zone” needs to be changed to “Warning zone”.
- Retention and Disposition Schedule for New York Local Government Records (LGS-1)
- Bill motioned to accept the three above policies and plans. Sandy seconded. All were adopted.

Facility

- ⑩ Bill fixed door on the A/C area, but it is in bad condition. Needs to be looked at, rebuilt, or repaired in the near future.

Planning

- ⑩ This is currently on hold, but we need to meet soon and start with this; we will review the survey soon.

Old Business

- ⑩ Monthly review of *Handbook for Library Trustees of New York State*. This will start in January.
- ⑩ Mindy and Margo will set up a schedule to start in 2021 and Mindy will start review in January.

New Business

- ⑩ Personnel Annual Wage increases: Bill made the Motion to accept wage increases for all staff as specified by NYS minimum wage requirements beginning with paychecks after 12.31.2020, Sandy seconded. Board approved.
- ⑩ Ellen has formally resigned to care for her husband. Trustees will start to look for replacements. Three trustees are also up for reelection this spring.

Adjournment: Meeting adjourned at 7:53. Motion to adjourn made by Sandy.

Next meeting: Monday, January 18, 2021 at 7:00 p.m.