

**Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, February 15, 2021
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, C. Richards,
A. Williams, M. Prak, L. Schroeder

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

Public Comment Period: No public comment

Approval of Minutes: Sandy moved to approve the January minutes. Amy seconded. Minutes approved.

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

- Margo will increase the library capacity to 50 percent and the recommended limit of stay to one hour.

Financial Reports:

- For January: \$16,366.94 – expenses, \$87.00 - deposits
- Karen moved to approve the Journal for January. Sandy seconded. Board approved.
- Karen moved to approve the Profit & Loss for January. Sandy seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for February in the amount of \$2,289.35. Karen seconded. Board approved.
- Payment of bills approved orally by M. Hawkins, S. Mitchell, and A. Williams Malpass.

Committees

Friends Liaison

- February meeting was postponed until this coming Monday.

Budget/Finance/Personnel

- NYS Required Treasurer: Lynda Schroeder is hired and has started work.
- 2021-22 Budget: Discussion and Approval. Bill moved to approve the 2021-22 budget as presented. Karen seconded. Board approved.

Governance

- Personnel Policy: Sandy moved to approve the revised Personnel Policy with revisions to breaks and unpaid meal times as required by state law. Amy seconded. Board approved.
- Code of Conduct: Bill moved to approve the revised Code of Conduct Policy with revisions as discussed. Amy seconded. Board approved.
- Social Media Policy – for Adoption: Karen moved to approve the Social Media Policy as presented. Sandy seconded. Board approved.
- Suspension of Patron Access Policy – for Adoption: Karen moved to approve the Suspension of Patron Access Policy as presented. Carey seconded. Board approved.

Facility

- No report

Planning

- This is currently on hold, and it has been difficult to move forward due to COVID. Ron Kirsop has advised that we adopt the current long-range plan for another year.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State* (Bill Burlingame):
 - > Topic: Library Board Meetings

New Business

- Reduced Library Hours. Will review again next month.
- Fine-Free Library: Bill moved that we pilot a fine-free program for adults (books and audiobooks). Sandy seconded. Board approved.

Adjournment: Meeting adjourned at 8:30. Motion to adjourn made by Bill.

Next meeting: Monday, March 15, 2021 at 7:00 p.m.