

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, March 15, 2021
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:05 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. Carey seconded. Agenda approved.

Public Comment Period: No public comment

Approval of Minutes: Carey moved to approve the February minutes. Sandy seconded. Minutes approved.

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

- Programming: Hoping for an animal presentation for the "Tails and Tales" Summer Reading Program. Bloomfield Community pre-school will be visiting the library this Friday.
- Waiting to hear regarding Rural and Small Libraries grant
- Petition sheets with 25 signatures needed for board election. Need to be submitted on or around April 16.
- Margo was asked to do a presentation to the Bloomfield Rotary on April 12.

Financial Reports:

- For February: \$11,954.23 – expenses, \$280.13 - deposits
- Bill moved to approve the Journal for February. Carey seconded. Board approved.
- Bill moved to approve the Profit & Loss for February. Carey seconded. Board approved.

Review of bills to be paid:

- Bill moved to approve payment of the bills for March in the amount of \$2,451.86. Sandy seconded. Board approved.
- Payment of bills approved orally by M. Hawkins, B. Burlingame, C. Richards, and S. Mitchell.

Committees

Friends Liaison

- Working on sending out annual membership form.
- Book sale and bake sale will not be taking place; barbeque will take place. This information will be included in the mailing.
- Considering book sale in the fall; possibly outdoors with a tent.

Budget/Finance/Personnel

- 2021-22 Budget Update: Still awaiting vote information.

Governance

- Confidentiality of Library Records Policy – for Adoption: Sandy moved to adopt the Confidentiality of Library Records Policy as presented. Bill seconded. Board approved.
- Open Meetings Policy – for Adoption: Sandy moved to adopt Open Meetings Policy as presented. Amy seconded. Board approved.
- By-Laws – Update for Review: Some updates were required by the New York State Division of Library Development; they want to review them before we approve them.

Facility

- Wyatt Conklin Lawn Maintenance has been selected for lawn maintenance.

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

- Fine-Free Library Update: We have not been able to implement yet, as some programming needs to be done through PLS; we should be ready to implement on April 1. This will be based on items checked out from Bloomfield (not necessarily part of our collection).
- Monthly review of *Handbook for Library Trustees of New York State* (Sandy):
 - > Topic: Risk Management
 - Trustees have the responsibility of a lot of risk; thus there is insurance coverage.
 - Policies are extremely important.
 - Security, fire, heating and air conditioning systems, emergency procedures.
 - Back-up of data.
 - > Next month: Library Policies (Carey)

Adjournment: Meeting adjourned at 8:18. Motion to adjourn made by Karen.

Next meeting: Monday, April 19, 2021 at 7:00 p.m.