

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, April 19, 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

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

Public Comment Period: No public comment

Approval of Minutes: Carey moved to approve the March minutes (regular meeting and emergency meeting). Sandy seconded. Minutes approved.

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

- Bloomfield Challenge at new pavilion at Veteran's Park on May 15
- We are receiving the ALA Libraries Transforming Communities Grant of \$3,000 for a read.
- Also received grant for circulating toy and game collection.
- Applying for a grant for a Book Walk.
- PLS is reducing the quarantine time for outgoing items.

Financial Reports:

- For March: \$13,019.56 – expenses, \$223.15 – deposits
- Sandy moved to approve the Journal for March. Carey seconded. Board approved.
- Sandy moved to approve the Profit & Loss for March. Carey seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for April in the amount of \$4,794.41. Carey seconded. Board approved.
- Payment of bills approved orally by M. Hawkins, S. Mitchell, B. Burlingame, A. Malpass Williams.

Committees

Friends Liaison

- Annual Membership mailing was sent out.
- Chicken Barbecue scheduled for Sunday, May 2.

Budget/Finance/Personnel

- 2021-22 Vote Update: Adjusted number for budget to \$179,800.

Governance

- Collection Development Policy and Request for Reconsideration of Library Materials Form – for Adoption: Bill moved to adopt the Collection Development Policy and the Request for Reconsideration of Library Materials Form as presented. Carey seconded. Board approved.
- Circulation Policy – Update for Approval: Karen moved to approve the updated Circulation Policy. Sandy seconded. Board approved.
- COVID-related Policies – to transition to library procedures: Sandy moved to update the library's strategy in responding to COVID-19 by removing the following policies and transitioning them to internal procedures. Amy seconded.
 - > Contact Tracing Policy
 - > Employee Health Screening Policy
 - > Personal Protective Equipment Policy

Furthermore, the Board of Trustees moves to task the library Director to develop and implement said procedures that meet the criteria and mandates as outlined by NY Forward to operate safely and legally and in accordance with all Executive Orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities. Board approved.

Facility

- Margo is preparing the Intent to Apply for the New York State Construction Aid Grant. PLS anticipates more than twice the amount of funding as last year. If we receive the grant, we will use the grant money to update some plumbing, outdoor fencing, and woodpecker damage on the siding.

Planning

- Will be meeting soon.

Nominating

- We have three candidates for the four board positions and are looking for someone willing to be a write-in vote.
- We need slate of officers for 2021-22 fiscal year. The slate needs to be put together in June and voted on in July.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State* (Carey):
 - > Topic: Library Policies
 - Policies help to protect the library and the board legally.
 - Policies must be reviewed every five years.
 - Personnel Policy should be reviewed at least annually.
 - > Next month: Ethics and Conflict of Interest (Amy)

New Business

- 2020 Annual Report to the State – for approval. Sandy made a motion to approve the 2020 Annual Report to the State with the updates and changes made since we reviewed at the last meeting. Bill seconded. Board approved.

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

Next meeting: Monday, May 17, 2021 at 7:00 p.m.