

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Monday, June 21, 2021
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:03 p.m.
Present: M. Hawkins, S. Mitchell, B. Burlingame, K. Steiner, C. Richards,
A. Williams, M. Prak. Also in attendance: S. Didas, S. Turnbull

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

Public Comment Period: No public comment

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

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

- A couple of applications received for substitute clerk position; is hoping to get a few more applicants and hire a couple of substitutes.
- New York State construction grant: Deadline was changed to early July.
- Summer reading registration and event registration is a little slow.
- Required two hours of training per calendar year for trustees is expected to be passed by the governor soon.
- Executive order for approving virtual meetings expires on July 5; it is possible it will not be extended this time.

Financial Reports:

- For May: \$13,714.71 – expenses, \$7,182.60 – deposits
- Bill moved to approve the Journal for May. Karen seconded. Board approved.
- Bill moved to approve the Profit & Loss for May. Karen seconded. Board approved.

Review of bills to be paid:

- Amy moved to approve payment of the bills for June in the amount of \$3,888.98. Bill seconded. Board approved.
- Payment of bills approved orally by S. Mitchell, W. Burlingame, C. Richards, A. Malpass.
- Karen moved to approve paying for the lobby floor to be stripped and waxed before end of fiscal year. Sandy seconded. Board approved. The estimate is \$375.00.

Committees

Friends Liaison

- Met on May 24 in the library parking lot.
- Agreed to help fund event associated with summer reading program.

- Agreed to pay the cost of the new blinds, once they are selected and purchased.

Budget/Finance/Personnel

- 2021-22 Election & Budget Vote Results: The budget passed. Candidates elected were Karen Steiner and Amy Malpass (re-elected); and Sarah Didas and Sara Turnbull. Karen, Amy, and Sarah have three-year terms; Sara Turnbull has a one-year term, completing Ellen Fish's term.
- Words of appreciation to Bill Burlingame, who is leaving the board. He is still a member of the Friends and plans to remain involved.
- Bill moved to transfer budgeted Operating Funds in the amount of \$2,000 to the Capital Fund. Sandy seconded. Board approved.
- Sandy moved to keep the employer contribution to employee 403(b) plan at four percent of annual salary. This should be paid prior to the end of this fiscal year. Bill seconded. Board approved.
- Sandy moved to approve a 2020-21 budget adjustment to balance some line items to better match year-to-date receipts and expenses. Carey seconded. Board approved.

Governance

- Amy moved to adopt the updated Library Facility Use Policy as presented. Sandy seconded. Board approved.
- Karen moved to adopt the updated Procurement Policy as presented. Amy seconded. Board approved.
- Bill moved to adopt the Whistleblower Policy as presented. Amy seconded. Board approved.
- Bill moved to adopt the Program Policy as presented. Karen seconded. Board approved.

Facility

- Intent to Apply for NYS Construction Aid grant: the deadline was extended to early July.

Planning

- We need to

Nominating

- > Slate of Officers for 2021-22 Board of Trustees to be presented at June meeting.
 - President: Melinda (Mindy) Hawkins
 - Vice President: Amy Malpass Williams
 - Secretary: Karen Steiner
 - Financial Officer: Sandra (Sandy) Mitchell
- > Carey Richards is volunteering as Claims Auditor.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State*:
 - > Next month: Personnel (Karen)

Next meeting: Annual Meeting: Tentatively scheduled for Monday, July 26, 2021 at 7:00 p.m. This is a new date. This will take place in person, in the library.

Adjournment: Meeting adjourned at 8:05 p.m. Motion to adjourn made by Bill.