

Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, July 26, 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, K. Steiner, A. Williams,
S. Didas, S. Turnbull, M. Prak

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

Public Comment: No public comment

Approval of Minutes: Amy moved to approve the June minutes. Sandy seconded. Minutes approved. Sarah moved to approve the 2020 Annual Board Meeting Minutes. Sara seconded. Minutes approved.

ANNUAL MEETING BUSINESS

Election of Officers:

The following slate of officers was presented and was elected unanimously:

- Secretary: Karen Steiner
- Financial Officer: Sandra (Sandy) Mitchell
- Vice President: Amy Malpass Williams
- President: Melinda (Mindy) Hawkins

Committee Assignments

Budget & Finance (3 members)

- S. Mitchell (Chair), S. Didas, C. Richards

Personnel & Board Development (3 members)

- S. Didas (Chair), S. Mitchell, S. Turnbull

Facilities (2 members)

- M. Hawkins (Chair), C. Richards

Governance/Policy (2 members)

- K. Steiner (Chair), A. Williams

Planning & Evaluation (3 members)

- S. Turnbull (Chair), A. Williams, K. Steiner

Committees will review responsibilities as indicated in the handbook and discuss with Margo when they need to meet.

Conflict of Interest Statements

- Signed by the board members and given to Margo.

Whistle Blower Statements

- Signed by the board members and given to Margo.

Board Roster

- Reviewed. Updates given to Margo, who will distribute updated roster as necessary.

Board Meeting Schedule

- Karen made a motion to approve the board meeting schedule for the 2021-22 year as presented. Sarah seconded. Motion passed.

Holiday Calendar 2022

- Sara made a motion to approve the holiday closing schedule for the 2022 calendar year as presented. Karen seconded. Motion passed.

Financial Transfers

- Sandy made a motion to transfer \$14,122.66 from the operating fund to the unreserved fund. Sarah seconded. Board approved.

MONTHLY MEETING BUSINESS

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

- Community Read book is *A Man Called Ove*; Margo is purchasing the books (different types of media).
- Will be hiring a new Page and Teen & Adult Specialist Library Clerk. Two substitute clerks have been hired (Linda Miller and Jessica Winum).
- Robin is attending a children's literacy training at PLS.
- In the process of getting quotes to replace toilets in bathrooms.
- Applied for Story Walk grant through PLS. Upcoming grant for supporting older adults; Margo is looking into homebound delivery.
- ARSL (Association of Rural and Small Libraries) Conference takes place October 20-23 in Reno, Nevada. Total estimate (registration, accommodations, meals, travel) is around \$1400.00. Sandy moved to approve the expense of up to \$1400 for Margo's attendance at this conference, pending a financial review. Amy seconded. Board approved.

Financial Reports:

- For June: \$14,509.93 – expenses, \$1,935.99- deposits

Review of bills to be paid:

- Karen moved to approve payment of the bills for July in the amount of \$8,885.11. Sara seconded. Board approved.

Committees

Friends Liaison

- Still uncertain about book sale. Possibility for using tent in September.
- Considering partnering with the global garden club for re-doing memory garden in back of library.
- New blinds have been ordered, funded by the Friends.

Budget & Finance

- No report

Personnel & Board Development

- Sandy moved to approve the appointment of Linda Miller at \$13.00 per hour and Jessica Winum at \$13.00 per hour as substitute clerks. Karen seconded. Board approved.

Facility

- No report.

Governance

- By-Laws: Department of Library Development is requesting an update to the quorum. (This was changed in one part of the document, but not another). It should indicate a majority of the full board, including vacancies. Margo is sending an update; the board will approve after the Department of Library Development approves.

Planning & Evaluation

- No report.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State* (Karen):
 - > Topic: Personnel
 - Board hires the director. Director makes other hires and manages staff. Board approves positions and staff hires
 - Performance Evaluation: Important to review director on a regular basis.
 - Compensation: Important to offer competitive salaries and benefits
 - Continuing Education: On-the-job learning, mentoring, and continuing education opportunities are essential to an employee's success and therefore to the library's success.
 - > Next month: Budget and Finance, Sarah Didas.

Adjournment: Meeting adjourned at 8:57. Motion to adjourn made by Karen.

Next Annual Meeting: Monday, August 16, 2021 at 7:00 p.m. July 2022. Date to be determined