

Bloomfield Public Library
Trustees Meeting
Monday, August 16, 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, K. Steiner, A. Williams, C. Richards,
S. Didas, S. Turnbull, M. Prak

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

Public Comment Period: No public comment

Approval of Minutes: Sarah moved to approve the July minutes. Sandy seconded. Minutes approved.

Director's Report: Carey moved to approve the Director's Report. Sarah seconded. Director's Report approved.

- No applications yet for clerk position; a couple for the page position.
- Toilets cleaned out but not replaced.
- Margo is working on annual update document with Office of State Controller.
- Insurance: Directors and Officers insurance bill should come soon. Looking into Cyber Insurance.

Financial Reports:

- Sara moved to approve the Journal for June. Sandy seconded. Board approved.
- Sara moved to approve the Profit & Loss for June. Sandy seconded. Board approved.
- For July \$18,286.63 – expenses, \$644.64 - deposits
- Carey moved to approve the Journal for July. Karen seconded. Board approved.
- Carey moved to approve the Profit & Loss for July. Karen seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for August in the amount of \$2,033.87. Amy seconded. Board approved.
- Karen moved to move \$13,700.00 from unreserved fund to the operating fund to cover August bills and payroll. Carey seconded. Board approved.

Committees

Prior to next meeting: Plan schedules for each committee for meetings for the year.

Friends Liaison

- No meeting since last Board meeting; next meeting will take place in late August. Will talk about possibility of book sale, using tent from end-of-summer event.

Budget & Finance

- No report.

Personnel & Board Development

- No report.

Facilities

- No report.

Governance

- No report.

Planning & Evaluation

- No report.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State* (Sarah):
 - > Topic: Budget & Finance
 - Legally responsible for acquiring proper funding and providing oversight.
 - Budget draft and finalization.
 - Determine library's mission. Director carries out the mission.
 - Directors must be full partners in the budget development process. Budget is a flexible document that board can adjust as necessary.
 - Operating fund, capital reserve fund (for capital projects). Reserved capital fund/unreserved fund. Endowment fund.
 - Monies may be transferred into and out of such funds only with board's approval at official meeting.
 - Board has obligation to spend money from local funding and taxpayers
 - Audits and control: Board has sole authority and therefore must have approval process in place.
 - Libraries must submit financial report as part of annual report to NYS.
 - Written procurement policy is required.
 - External and NYS Controller audits. OSE (Office of State Controller) has right to require audits.
 - Library Board is responsible for obtaining sufficient funding for current and future operation. In addition to tax money, can include grants, donations, investments.
 - Investment of funds: Four objectives: legal, safety, liquidity, yield. Funds can only be invested in specific vehicles.
 - > Next month: Planning and evaluation (Sara Turnbull).

New Business

- No new business

Adjournment: Meeting adjourned at 8:05. Motion to adjourn made by Karen.

Next meeting: Monday, September 20, 2021 at 7:00 p.m.