

**Bloomfield Public Library
Trustees Meeting
Monday, October 18, 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, A. Williams, C. Richards, K. Steiner, S. Didas,
S. Turnbull, M. Prak

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

Public Comment Period: No public comment

Approval of Minutes: Carey moved to approve the September minutes. Amy seconded.
Minutes approved.

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

- In-person Story Time has started again.
- Halloween Boo Open House coming up.

Financial Reports:

- For September \$16,469.94 – expenses, \$4,921.74 - deposits
- Sara moved to approve the Journal for September. Carey seconded. Board approved.
- Sara moved to approve the Profit & Loss for September. Cary seconded. Board approved.

Review of bills to be paid:

- Sara moved to approve payment of the bills for October in the amount of \$2,865.32. Carey seconded. Board approved.
- Karen moved to transfer \$9,000 from the Unreserved Fund to the Operating Fund to cover payroll. Sandy seconded. Board approved.

Committees

Friends Liaison

- Preparing for annual appeal. Mass mailing at next meeting.

Budget & Finance

- No report

Personnel & Board Development

- No report

Facilities

- Project list in Director's Report: Committee will discuss timelines for those items and how to fund.

Governance

- No report

Planning & Evaluation

- No report

Old Business

- Committee Meeting Schedules: Distributed with this month's meeting packet.
- Monthly review of *Handbook for Library Trustees of New York State* (Mindy):
 - > Topic: Access to Library Services
 - Access begins with awareness of diversity of individuals we serve.
 - Hours, facilities, website, staff.
 - Imperative to include needs of Americans with Disabilities when planning
 - All renovations or new buildings need to meet the standards
 - Braille Library.
 - Services for individuals who are homebound; this is legally required.
 - Accessibility applies to every aspect of library service (communication, technology, programming)
 - Many resources included in the *Handbook*
 - > Next month: Facilities (Karen)

New Business

- 2020-21 Annual Report to the Community. Ready to be posted and distributed.
- Systems Access and Confidentiality of Library Records Policy. This is a new PLS policy, applicable to all libraries in the system.

Adjournment: Meeting adjourned at 7:36. Motion to adjourn made by Karen.

Next meeting: Monday, November 15, 2021 at 7:00 p.m.