

**Bloomfield Public Library  
Trustees Meeting  
Monday, September 20, 2021  
7:00 p.m.  
MINUTES**

**Call to Order:** The meeting was called to order at 7:04 p.m.

Present: M. Hawkins, S. Mitchell, A. Williams, C. Richards,  
S. Didas, S. Turnbull, M. Prak

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

**Public Comment Period:** No public comment

**Approval of Minutes:** Sara moved to approve the August minutes. Carey seconded. Minutes approved.

**Director's Report:** Sarah D moved to approve the Director's Report. Sandy seconded. Director's Report approved.

- New Cyber insurance quote is much lower than other company. Margo suggest we move forward with this. Remainder of this year \$61, \$82 yearly going forward.
- Board supports move to obtain cyber insurance
- search goes on for clerks.
- PLS annual meeting no longer in person
- Carey suggested trying the book club again with "Man Called Ove" in the early Spring

**Financial Reports:**

- For August \$19,055.95 – expenses, \$4,224.22 - deposits
- Carey moved to approve the Journal for August. Mindy seconded. Board approved.
- Carey moved to approve the Profit & Loss for August. Mindy seconded. Board approved.

**Review of bills to be paid:**

- Sandy moved to approve payment of the bills for September in the amount of \$7,545.46. Sarah seconded. Board approved.
- Transfer from Unreserved fund \$18,200 to operating Fund for payroll and bills. Sandy moved to approve, Carey second.

**Committees**

Friends Liaison

- Book sale was awesome
- cleared \$452 for 4 hours, had lots of help.
- Will aim for May book sale in 2022

Budget & Finance

- none

Personnel & Board Development

- none

#### Facilities

- none

#### Governance

- none

#### Planning & Evaluation

- none

#### **Old Business**

- Monthly review of *Handbook for Library Trustees of New York State* (Sara):
  - > Topic: Planning and Evaluation
    - o Every library has to have long range plan and have it open to public
    - o It should ask and answer question what do we need to have in place to improve function of library?
    - o Mission statement, goals identified by community, objectives, action steps, evaluation or way to measure.
    - o Look at past to plan for future.
    - o Outcomes - changes, benefits or learning that is gained from evaluation
  - > Mindy: access to library services (October).

#### **New Business**

- Halloween activity - Boo open house 10:30-1:30 open house trick or treat, Saturday 30th
- Hero Act per NYS Governor
  - A lot of redundancy to pandemic plan
  - Sara made a motion to adopt the hero act per NYS guidelines. Carey Seconded. Guidelines adopted.

**Adjournment:** Meeting adjourned at 8:04pm. Motion to adjourn made by Sandy.

**Next meeting:** Monday, October 18, 2021 at 7:00 p.m.