

**Bloomfield Public Library
Trustees Meeting
Monday, December 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, K. Steiner,
S. Turnbull,

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

Public Comment Period: No public comment

Approval of Minutes: Sandy moved to approve the November minutes. Carey seconded. Minutes approved.

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

- Real property tax money was received (\$179,800) and deposited into the Operating Fund savings account.

Financial Reports:

- For November \$13,056.94 – expenses, \$160.79 - deposits
- Sara moved to approve the Journal for November. Karen seconded. Board approved.
- Sara moved to approve the Profit & Loss for November. Karen seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for December in the amount of \$3,482.56. Sara seconded. Board approved. Regular post-audit report was not available, but the payments were to the usual vendors and were the typical amounts.
- Karen moved to transfer \$78,100 from the Operating Fund to the Unreserved Fund to repay the Unreserved Fund for the funds that were borrowed to cover the payroll and bills from July through mid-December (\$71,100) and 2020-21 budget surplus (\$7,000); Sandy seconded. Board approved.

Committees

Friends Liaison

- Money is coming in from the appeals letter.
- Friends provided a gift to each staff member.

Budget & Finance

- 2022-23 Budget has been drafted.

Personnel & Board Development

- Director hire in progress.

Facilities

- 2019 grant still needs to be closed.

Governance

- No activity this month..

Planning & Evaluation

- 2022-2025 Long Range Plan: Sara made a motion to approve the proposed long range plan with the addition of better communicating and evaluating the efficacy of the fine-free program. Karen seconded. Board approved.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State* (Amy):
Topic: Technology. This will be covered in January's meeting.

New Business

- Story Walk Grant: This will be discussed in January's meeting.
- Personnel Annual Wage increases: Sara made the motion to accept the wage increases for all staff as specified by the NYS minimum wage requirements or in equity with their current wages beginning December 31, 2021. Carey seconded. Board approved.

Adjournment: Meeting adjourned at 9:25. Motion to adjourn made by Karen.

Next meeting: Monday, January 17, 2021 at 7:00 p.m.