

Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, July 18, 2022
7:00 p.m.
MINUTES

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

Present: M. Hawkins, S. Mitchell, K. Steiner, A. Williams, S. Didas, K. Phillips

Approval of Agenda: Amy moved to approve the agenda with the addition of the election of officers, committee assignments, conflict of interest statements, and whistleblower policy statements. Sandy seconded. Agenda approved.

Public Comment: No public comment

Approval of Minutes: Carey moved to approve the 2021 Annual Board Meeting Minutes with the adjustment of the transfer of funds from \$14,102.66 to \$14,122.66. Sandy 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 Williams Malpass
- 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

Treasurer

Sarah made a motion to re-appoint Lynda Schroeder re-appointed as Treasurer for 2022-23 at a salary of \$21.00 per hour. Carey seconded. Board approved.

Conflict of Interest Statements

- Signed by the board members and given to Kathleen.

Whistle Blower Statements

- Signed by the board members and given to Kathleen.

Employee 403(b) Plan

- Carey moved to keep the employer contribution to employee 403(b) plan at four percent of annual salary. Sarah seconded. Board approved.

Board Roster

- Reviewed. Updates given to Kathleen who will distribute updated roster.

Board Meeting Schedule

- Carey made a motion to approve the board meeting schedule for the 2022-23 year as presented. Karen seconded. Motion passed.

Holiday Calendar 2023

- Sandy made a motion to approve the holiday closing schedule for the 2023 calendar year with changes as discussed. Sarah seconded. Motion passed.

MONTHLY MEETING BUSINESS

Approval of Minutes: Carey moved to approve the June minutes. Karen seconded. Board approved.

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

- New staff schedule format: Now in weekly form.
- Robin and Kathleen signed up for NYLA memberships.
- Summer brochure for adults.
- Received movie license.
- Community room booked for movies and scrabble.
- Arranging for old tech items to be recycled by PLS.
- Planning participation in annual Ionia Fall Festival
- June patron count: 2,515.

Financial Reports:

- For June: \$12,479.87 – expenses, \$198.71- deposits
- Carey moved to approve the Journal for June. Sandy seconded. Board approved.
- Carey moved to approve the Profit & Loss for June. Sandy seconded. Board approved.

Review of bills to be paid:

- Carey moved to approve payment of the bills for July in the amount of \$7,922.48. Sandy seconded. Board approved.

Committees

Friends Liaison

- Contacted Blessing Room to take the older, heavy tables and allowing the Library to use the lighter weight tables.
- Moved weeded library books from closet to shed to make more room in closet.
- Getting quotes from landscapers to get ready for the sensory garden.
- Changed Kathleen's welcome reception to Saturday, August 13 from 12:00-2:00.

Budget & Finance

- Will meet with Personnel and Board Development committee soon (regarding wages, job descriptions, online time cards)

Personnel & Board Development

- Will meet with Budget & Finance committee soon (regarding wages, job descriptions, online time cards)

Facility

- Will meet soon.

Governance

- Will review what needs to be done.

Planning & Evaluation

- No report.

Adjournment: Meeting adjourned at 9:19. Motion to adjourn made by Karen.

Next Regular Meeting: Monday, August 15, 2022 at 7:00 p.m.

Next Annual Meeting: July 17, 2023 at 7:00 p.m.