

**Bloomfield Public Library
Trustees Meeting
Monday, March 21, 2022
7:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 7:08 p.m.

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

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

Public Comment Period: No public comment

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

Financial Reports:

- For February: \$7,002.75 – expenses, \$251.11 - deposits
- Sarah moved to approve the Journal for February. Carey seconded. Board approved.
- Sarah moved to approve the Profit & Loss for February. Carey seconded. Board approved.

Review of bills to be paid:

- Sarah moved to approve payment of the bills for March in the amount of \$3,550.10. Carey seconded. Board approved.

Interim Director Report

- Library is closing at 7:00 p.m. (weekdays) through the month of April due to staff shortage. Some staff are picking up other shifts.
- Electric issue is resolved.
- Library to be cleaned as needed (e.g., high traffic areas) rather than every two hours.
- Coffee cart can be set up again; Friends will need some time to replenish supplies and set up.
- Bonnie secured a grant from Assistive Technologies that provides Talk to Text on patron computers.
- Will look into removing part of plexiglass barrier.

Committees

Friends Liaison

- Sent out mailing for annual membership drive.
- Chicken barbecue and one-day book sale information were included with the letter. Accepting book donations May 2-18.

Budget & Finance

Mindy moved to create the reserve funds as shown below and to transfer the money from the unreserved fund to the specified reserve funds. Carey seconded. Board approved.

- i. **Employee Benefit Accrued Liability Reserve Fund:** \$1000. To pay employees upon leaving for earned but unused PTO.

- ii. **403B Retirement Employer Match Reserve Fund:** \$2,000. To cover board-directed contributions to employee retirement accounts; percentage to be determined by board annually.
- iii. **Professional Fees Reserve Fund:** \$7,000. To cover legal fees, financial reviews and/or audits, and other associated fees.
- iv. **Technology Reserve Fund:** \$2,000. To cover the cost of new computers, printers, laptops, iPads, and other such equipment as needed.
- v. **Professional Development Reserve Fund:** \$2,000. To cover employee educational costs as they relate to their library positions.
- vi. **NYS Mandated Employee Sick Time Leave Reserve Fund:** \$2,500. To cover anticipated sick leave usage. (Each part-time employee can take a maximum of 60 hours of sick leave per year.)
- vii. **Library Repair Reserve Fund** (already set up): Add \$5,000. To cover costs for parking lot sealing, outside painting, possible roof repair, gutter cleaning, fence repair, possible toilet replacements and/or repairs, etc.
- viii. **Programming Special Reserve Fund:** \$3,000. To cover patron program events that fall outside of the budget.

Personnel & Board Development

- Consider increasing pay and restructuring jobs.

Facilities

- Lawn mowing contract. Carey moved to contract with Wyatt Conklin Lawn Maintenance for \$2,717.00. Sarah seconded. Board approved.

Governance

- Library Service Plan (website). The bulk of this will be removed; we will have information about masks being recommended but not required, and curbside pickup available.
- NY Hero Act: This has been canceled and will be removed from the website.

Planning & Evaluation

- No report this month.

Search Committee

- Hiring Update: Civil service exam on April 1. Three candidates being considered.

Old Business

- Hold until April: Monthly review of *Handbook for Library Trustees of New York State* (Sandy): Topic: The Friends of the Library

New Business

- Baby Grover Turnbull was born!

Adjournment: Meeting adjourned at 9:13. Motion to adjourn made by Karen.

Next meeting: Monday, April 18, 2022 at 7:00 p.m.