

Bloomfield Public Library
Trustees Meeting
Tuesday, February 13, 2023
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, K. Steiner, C. Richards,
S. Didas, S. Turnbull, C. Arnold

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

Public Comment Period: No public comment

Approval of Minutes: Sarah moved to approve the January minutes. Carey seconded. Minutes approved.

Director's Report

- Program event today had good turnout.
- Several programs next week.
- Planning to purchase new toys and materials and discard older ones.
- Updating employee handbook; there are mandatory changes. Working with personnel committee.
- Inventorying collection.
- Distributed goal-setting worksheets; will review soon. All-employee meeting next week.
- Staff toilet will be replaced soon.
- Technology evaluation via OWWL, which resulted in some suggestions for replacements.
- Trustees must take sexual harassment training.

Financial Reports

- For January: \$6,720.22 – expenses, \$184,917.67 - deposits
- Carey moved to approve the Journal for January. Sarah seconded. Board approved.
- Carey moved to approve the Profit & Loss for January. Sarah seconded. Board approved.

Review of bills to be paid

- Carey moved to approve payment of the bills for February in the amount of \$4,600.46. Sandy seconded. Board approved.

Friends Liaison

- Working on membership mailing, which will probably go out in March. Working on publicity.
- Chicken BBQ scheduled for Sunday, May 7.
- Book sale (one-day book sale/\$5 bag) scheduled for Saturday, May 6 from 10:00-2:00.
- Sending out press release about Chelsea. Reception for the public on Saturday, April 15 from 11:00-1:00.
- Gearing up for sensory garden. Looking for quotes. Friends will contribute some and may do a fundraiser. Possibly gazebo (ADA compliant), picnic table. \$5,000 budget. Friends will cover garden, landscaping, associated items. Library will cover placards for story walk.

Budget & Finance

- Sandy moved to transfer \$4,000 from the unreserved fund to the bill pay checking account and \$10,000 from the unreserved fund to the payroll checking account for February bills and payroll. Carey seconded. Board approved.
- Worked on budget for several hours; still have more to work on.

Personnel & Board Development

- Mindy moved to go into executive session to discuss personnel. Carey seconded. Board approved.
- Karen moved to come out of executive session. Sandy seconded. Board approved. Personnel was discussed.

Facilities

- Three quotes for window repair/replacement have been obtained. Bundle construction costs for grant (windows, water softener, other renovations)?
- Sara moved to do a permissive public referendum to release \$1,000 from the Employee Benefit Accrued Liability Reserve Fund. Sarah seconded. Board approved.
- Sara Moved to do a permissive public referendum to release \$2,000 from the 403(b) Retirement Employer Match Reserve Fund. Sarah seconded. Board approved.
- Sara moved to do a permissive public referendum to release \$7,000 from the Professional Fees Reserve Fund. Sarah seconded. Board approved.
- Sara moved to do a permissive public referendum to release \$2,000 from the Technology Reserve Fund. Sarah seconded. Board approved.
- Sara moved to do a permissive public referendum to release \$2,000 from the Professional Development Reserve Fund. Sarah seconded. Board approved.
- Sara moved to do a permissive public referendum to release \$2,500 from the NYS Mandated Employee Sick Time Leave Reserve Fund. Sarah seconded. Board approved.
- Sara moved to do a permissive public referendum to release \$3,000 from the Patron Programming Special Reserve Fund. Sarah seconded. Board approved.
- Fence needs to be replaced. Quote of \$2,150 for wood fence. Vinyl would be \$3,250.

Governance

- Working on some policy reviews and updates.

Planning & Evaluation

- No report.

Old Business

- Karen made a motion to approve the Tummonds Grant Report. Sandy seconded. Board approved.
- Cameras: Company will be here on Friday.

New Business

- Credit Card policy and Trustee Education policy. Governance and Policy committee will review.

Adjournment: Meeting adjourned at 9:40. Motion to adjourn made by Sara.

Budget approval meeting: Monday, March 6, 2023 at 7:00 p.m.

Next board meeting: Monday, March 20, 2023 at 7:00 p.m.