Bloomfield Public Library
Trustees Meeting
Tuesday, March 20, 2023
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:05 p.m.
Present: M. Hawkins, S. Mitchell, A. Williams, K. Steiner, C. Richards, S. Didas, S. Turnbull, C. Arnold, L. Schroeder

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

Public Comment Period: The Board thanked Lynda Schroeder for her service as treasurer.

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

Director's Report
- Programming: Indoor Easter Egg hunt. Planning for April recess week. Starting to think ahead to Summer reading program/programming in general. Summer reading theme: All Together Now.
- Job openings posted: Team Lead (30 hours), Senior Programming Clerk, Senior Clerk.
- Quote for new, up-to-date computer equipment through OWWL.

Financial Reports
- For February: $15,262.12 – expenses, $159.05 - 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
- Karen moved to approve payment of the bills for March in the amount of $5,819.47. Sara seconded. Board approved.

Committees
Friends Liaison
- Membership letters went out this week. Welcome Reception, Book Sale, Chicken BBQ.
- Fundraising: Proceeds have decreased quite a bit in the past few years. Looking for new ideas.

Budget & Finance
- Sarah moved to transfer $6,000 from the operating fund to the bill pay checking account and $12,000 from the operating fund to the payroll checking account for March bills and payroll. Sandy seconded. Board approved.
- Budget submitted to School District.
- We can request getting our budget money sooner each year.
- The following permissive public referenda are not being done, on advice of our treasurer:

- $1,000 from the Employee Benefit Accrued Liability Reserve Fund.
- $2,000 from the 403(b) Retirement Employer Match Reserve Fund.
- $7,000 from the Professional Fees Reserve Fund.
- $2,000 from the Technology Reserve Fund.
- $2,000 from the Professional Development Reserve Fund..
- $2,500 from the NYS Mandated Employee Sick Time Leave Reserve Fund. Sara moved to do $3,000 from the Patron Programming Special Reserve Fund.

Personnel & Board Development
- Lynda Schroeder is retiring from her position as Treasurer
- Sara made a motion to hire Donna Wolleschleger as Treasurer. Sandy seconded. Board approved.

Facilities
- Window repair will start in July.
- Water softener: need to get quotes and information
- Grant application due in May.

Governance
- Working on some policy reviews and updates. We will review these at the next meeting. These include the Alcoholic Beverage Policy, Budget Policy, Credit Card Policy, and Trustee Education Policy.

Planning & Evaluation
- No report.

Old Business
- Gift account; we need to spend some of this money. We will probably put some of this toward the garden.

New Business
- Carey made a motion to approve the annual report. Sarah seconded. Board approved.

Adjournment: Meeting adjourned at 8:56. Motion to adjourn made by Karen.

Next board meeting: Monday, April 17, 2023 at 7:00 p.m.