

Bloomfield Public Library
Trustees Meeting
Tuesday, April 17, 2023
7:00 p.m.
MINUTES

Public Budget Meeting (6:30-7:00 p.m.): No visitors.

Call to Order: The meeting was called to order at 7:01 p.m.
Present: S. Mitchell, A. Williams, K. Steiner, C. Richards,
S. Didas, S. Turnbull, C. Arnold, C. Badger

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

Public Comment Period: C. Badger, prospective board member.

Approval of Minutes: Sara moved to approve the March minutes. Sarah seconded. Minutes approved.

Financial Reports

- For March: \$16,810.35 – expenses, \$266.61 - deposits
- Sandy moved to approve the Journal for March. Carey seconded. Board approved.
- Sandy moved to approve the Profit & Loss for March. Carey seconded. Board approved.

Review of bills to be paid

- Sara moved to approve payment of the bills for April in the amount of \$12,017.23. Sarah seconded. Board approved.

Director's Report

Sandy moved to approve the Director's Report. Sara seconded. Board approved.

- Programming attendance has been good.
- Interviewing for Programming Lead Clerk; no applications for programming clerk.
- Water softener estimates.
- Visited elementary school and Epic Zone. Nursery School visiting soon. Trying to set up visit with Middle/High School.
- Chelsea selected for Fingers Lakes Emerging Leaders program (for librarians).
- Chelsea won scholarship to attend NYLA annual conference in the fall.
- Intent to Apply for construction grant due 5/26.
- Attending NYLA Youth Services conference in Lake George next week.

Committees

Friends Liaison

- Welcome Reception for Chelsea. About 30-40 attended.
- Preparing for book sale (Saturday, May 6) and chicken BBQ (Sunday, May 7). Many, many donations. Need volunteers for set up and take-down, as well as during the sale.

- Sensory Garden: Landscaper coming this week to look and give quote. Awaiting another quote, and another visit by landscaper.

Budget & Finance

- Karen 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 April bills and payroll. Sandy seconded. Board approved.
- Met from 6:30-7:00 to discuss in public proposed 2023-24 budget; no public attendance.

Personnel & Board Development

- No report.

Facilities

- Window repair will be arranged.
- Water softener will be installed.

Governance

- Alcoholic Beverage Policy: Sara made a motion to accept the Alcoholic Beverage Policy with changes as discussed. Sarah seconded. Board approved.
- Budget Policy: Sandy made a motion to accept the Budget Policy as presented. Sarah seconded. Board approved.
- Trustee Education Policy: Sandy made a motion to accept the Trustee Education Policy as presented. Sarah seconded. Board approved.
- Credit Card Policy will be reviewed next month.

Planning & Evaluation

- No report. Will plan meet soon.

Old Business

- Carey moved to approve transfers to cover operating costs as indicated in the September 2022 Treasurer's Report as listed below; Sara seconded. Board approved.
 - > \$14,228.34 from the Unreserved Savings account (3976) to reimburse the Operating Savings account (3972) for July and August (FY 22-23) operating expenses and July (FY 22-23) payroll.
 - > \$6,228.34 from the Operating Savings account (3972) to the Bill Pay checking account (3921) to reimburse that account for July and August (FY 22-23) expenses.
 - > \$8,000 from the Operating Savings account (3972) to the Payroll Checking account (3930) to reimburse that account for July (FY 22-23) payroll expense.
 - > \$2,524.58 from the Bill Pay Checking account (3921) to the Operating Savings account (3972) to close out the Bill pay checking account for FY 21-22.
 - > \$875.02 was transferred from the Payroll Checking account to the Operating Savings Account (3972) to close out the Payroll Checking account (3930) for FY 21-22.
 - > Finally, \$24,640.47 was transferred from the Operating Savings account (3972) to the Unreserved Savings account (3976) to close out FY 21-22.

New Business

- Sara moved to approve hiring of Candi Horihan as part-time clerk. Karen seconded. Board approved.
- Discuss policy about filming and recording in library. (Review Geneva's Surveillance Camera policy and First Amendment Auditor Policy.)

Adjournment: Sarah adjourned at 8:53. Motion to adjourn made by Karen.

Next board meeting: Monday, May 15, 2023 at 7:00 p.m.