**Bloomfield Public Library**

**Annual Meeting of the Board of Trustees**

**Monday, July 17, 2023**

**7:00 p.m.**

**MINUTES**

**Call to Order:** The meeting was called to order at 7:02 p.m.

 Present: S. Mitchell, K. Steiner, C. Richards, S. Didas,
 C. Badger, C. Arnold, D. Wollschleger

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

**Public Comment**: No public comment

**Approval of Minutes**: Sarah moved to approve the June minutes. Carey seconded. Minutes approved. Carey moved to approve the 2022 Annual Board Meeting Minutes. Sarah seconded. Minutes approved.

**Treasurer’s Report**:

* Carey made a motion to approve the Treasurer’s Report for July. Karen seconded. Board approved.
* Sarah moved to move $2,000 into the capital reserve fund using the additional revenue that was received for the year ending June 30, 2023. Sarah seconded. Board approved.
* Moving June payroll into June so it hits in the proper year; from now on, we will have it hit in the proper month.

**Financial Reports:**

* For June: $17,248.27 – expenses, $4,154.51- deposits
* Karen moved to approve the Journal and Profit & Loss for June. Carey seconded. Board approved.

**Review of bills to be paid:**

* Karen moved to approve payment of the bills for July in the amount of $15,782.35. Carey seconded. Board approved.

**Director’s Report**: Karen moved to approve the Director’s Report. Sarah seconded. Director’s Report approved.

* Over 60 attendees for Summer Reading Kick-off
* Partnerships with Summer Rec and Duvall Farms
* Book club will be meeting at the Other Half Brewery
* Still looking for a programming clerk.
* Staff meeting went well.
* We can add more items to the grant request.
* Deposit for windows was paid; the work will start soon.
* State senator will be visiting soon.

**Committees**

Friends Liaison

* Spring Valley will begin putting in sensory garden tomorrow.
* Friends was here for Summer Reading kick-off and served ice cream.

Budget, Finance & Personnel

* No report.

Governance

* Sarah made a motion to approve the updated Harassment and Discrimination Policy. Carey seconded. Board approved.

Facility

* No report.

Planning & Evaluation

* No activity.

**Old Business**

* Karen made a motion to have Spring Valley do the landscaping and path for the gazebo for the amount of $6,900.00. Carey seconded. Board approved.
* Carey made a motion for the purchase and installation of a gazebo by Springwater Amish Workshop for an amount up to $20,000.00. Sarah seconded. Board approved.

**ANNUAL MEETING BUSINESS**

**Election of Officers:**

The following officers were elected:

* President: Carey Richards
* Vice President: Sandy Mitchell
* Secretary: Karen Steiner
* Financial Officer: Sarah Didas
* Claims Auditor: Amy Williams

Karen Made a motion to appoint Donna Wollschleger a Treasurer. Carey seconded. Board approved.

**Committee Assignments**

**Budget, Finance & Personnel (3 members)**

* S. Mitchell (Chair), S. Didas, C. Richards

**Facilities (3 members)**

* C. Richards (Chair), C. Badger, S. Turnbull

**Governance/Policy (3 members)**

* K. Steiner (Chair), A. Williams, C. Badger

**Planning & Evaluation (3 members)**

* S. Turnbull (Chair), A. Williams, K. Steiner

**Oaths of Office**

Must be taken and filed within 30 days.

**Conflict of Interest Statements**

* Signed by the board members and given to Chelsea. Board members who were absent should submit theirs as soon as possible.

**Whistleblower Statements**

* Signed by the board members and given to Chelsea. Board members who were absent should submit theirs as soon as possible.

**Holiday Calendar 2024**

* Karen made a motion to approve the holiday closing schedule for the 2024 calendar year as shown below. Sarah seconded. Motion passed.

-January 1 (New Year’s Day)

-January 15 (MLK Day)

-March 30 (Saturday before Easter)

-May 25 and May 27 (Memorial Day and the Saturday prior)

-July 4 (Independence Day)

-August 31 and September 2 (Labor Day and Saturday prior)

-October 14 (Columbus Day)

-November 11 (Veterans Day)

-*November 27: Close at 6:00*

-November 28 (Thanksgiving)

-November 29 (Friday after Thanksgiving)

-December 24 (Christmas Eve)

-December 25 (Christmas)

-*December 31 (New Year’s Eve): Close at 2:00*

**Board Meeting Schedule**

* Karen made a motion to approve the board meeting schedule for the 2023-24 year as shown below. Carey seconded. Motion passed.

-August 21

-September 18

-October 16

-November 13

-December 18

-January 16 (Tuesday)

-February 12

-March 18

-April 15

-May 20

-June 17

-July 15

**D&O Insurance**

Chelsea will look into renewing the policy.

**Adjournment:** Meeting adjourned at 9:32. Motion to adjourn made by Sandy.

**Next Regular Meeting:** Monday, August 21, 2023 at 7:00 p.m.

**Next Annual Meeting**: July 15, 2024 at 7:00 p.m.