

Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, August 21, 2023
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:05 p.m.
Present: S. Mitchell, K. Steiner, C. Richards, S. Turnbull, C. Badger,
C. Arnold

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

Public Comment: No public comment

Approval of Minutes: Sandy moved to approve the July minutes. Sara seconded. Minutes approved. Sara moved to approve the 2023 Annual Board Meeting Minutes. Sandy seconded. Minutes approved.

Treasurer's Report:

- Sara made a motion to approve the Treasurer's Report for August with the month correction on the fourth bullet (it should read July rather than May). Karen seconded. Board approved.

Financial Reports:

- For July: \$29,169.33 – expenses, \$4,308.13- deposits
- Karen moved to approve the Journal and Profit & Loss for June. Sara seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for August in the amount of \$3,691.65. Karen seconded. Board approved.

Director's Report: Sara moved to approve the Director's Report. Cydney seconded. Director's Report approved.

- Added more non-book items to collection: Vox books, Nintendo Switch games.
- Summer finale on Wednesday, August 30. Zoomobile at 5:30; Pizza Party (Friends) at 6:30.
- Art exhibit in Community Room; another artist lined up after this one.
- New part-time programming clerk will start this week: Elizabeth Lind. She also works at the Lima library part time.
- Working on room use agreement. We should amend the room use policy to mention the agreement.
- Working on charter agreement and construction grant. Construction grant will include gazebo base, gazebo, windows, water dispenser, and privacy fence by garden.

Committees

Friends Liaison

- Friends will be participating in finale. Serving pizza from 6:30-7:30.
- Fall clean-up book sale on September 16. Set up at 7:30. Sale will run from 9:00-3:00.
- Deciding about care of sensory garden.

Budget, Finance & Personnel

- We no longer need to approve money transfers. Approving the Treasurer's Report each month will cover this, since the Treasurer's Report notes the transfers.
- We are awaiting updated paperwork from the bank due to the new financial officer. Sandy took herself off the credit card and put Sarah on.

Governance

- Need to review Emergency Disaster Plan and Bid Solicitation Policy. Need to create policies for each reserve fund (name of reserve and description of what it's for)

Facility

- Awaiting update on windows.

Planning & Evaluation

- Need to schedule a meeting.

Old Business

- Need Conflict of Interest and Whistleblower Policies from all members
- Closing of financials for 2022-23 has been completed.
- Employee handbook needs to be updated.
- Policies to review to add to website/list of updates needed:
 - > ALA Bill of Rights, Code of Ethics, or Freedom to Read
 - > Incident Report Form
 - > Emergency Disaster Plan
 - > Bid Solicitation Plan
 - > Cash Handling and Deposit Policy
 - > PPE/Health Screening /Contact Tracing Policy

New Business

- Sara made a motion to adopt our Absolute Charter. Karen seconded. Board approved.
- Sara made a motion to appoint Elizabeth Lind as Part-time Clerk. Sandy seconded. Board approved.
- Committees should schedule meetings.
- All Reserve accounts need reserve fund policies (name of reserve and description of what it's for)
- Karen made a motion to approve the following access policy: The Bloomfield Public Library affirms the governance responsibilities of the Board of Trustees, including the oversight and support of the Library Director in the management actions required to comply with all provisions of the Systems Access and Confidentiality of Library Records Policy, relevant OWWL Library System policies, respective local policies, and other NYS Laws referenced

therein, to protect patron privacy and the patron data entrusted to Bloomfield Public Library and OWWL Library System. Sandy seconded. Board approved.

Adjournment: Meeting adjourned at 8:46. Motion to adjourn made by Karen.

Next Meeting: Monday, September 18, 2023 at 7:00 p.m.