

Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, October 16, 2023
7:00 p.m.
MINUTES

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

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

Public Comment: No public comment

Approval of Minutes: Sandy moved to approve the September minutes. Sara seconded. Minutes approved.

Treasurer's Report:

- Sandy made a motion to approve the Treasurer's Report for October. Karen seconded. Board approved.

Financial Reports:

- For September: \$49,173.07 – expenses, \$257.68- deposits
- Karen moved to approve the Journal and Profit & Loss for September. Sara seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills for October in the amount of \$7,469.18. Sara seconded. Board approved.

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

- AARP course scheduled.
- Planning for Halloween; will give out candy.
- Working with Victor Library; sand art program for adults (Victor Library has grant).
- Book weeding; donating to Better World Books; will get credit for Baker & Taylor.
- Catherine and Cole officially applying for Civil Service (Library Aide positions)
- Gazebo has arrived; working on walkway.
- Can install water fountain/dispenser in foyer, near meeting room door.
- Carey sent letter to School District requesting tax money; they'll send it November 3.
- OWWL cost shares reduced this year to make up for Windows 10 end-of-life in October. 2025.
- Getting credit of \$150 from OWWL, since we no longer will get the book sale sign; we'll need to buy our own.
- Overdrive commitment for 2024 is increasing by about 10 percent.

Committees

Friends Liaison

- Buying Halloween candy for trick-or-treaters
- Working on emptying shed, but it's still three-quarters full. This is the last week Victor will accept donations.
- Preparing to mail out annual appeal letter (early November). Will include invitation to annual holiday party. Will try to get more donations; include some pictures of what the Friends accomplished at the library this year (garden, gazebo).
- Holiday party is Friday, December 1.

Budget, Finance & Personnel

- Will schedule a meeting for next week.
- Contacted by Kathy from NYCLASS to discuss library not being able to invest in NYCLASS. Trying to convince NY Comptrollers Office to include libraries.

Governance

- Amy moved to approve the Meeting Room Agreement Form. Sara seconded. Board approved.
- FOIL Request Policy: We need to indicate who would respond.

Facility

- No report.

Planning & Evaluation

- Meeting tomorrow.

Old Business

- Water fountain/dispenser: Will be installed in the foyer near the meeting room door.
- Reminder: Need reserve policies on website
- Employee Handbook: Will be reviewed by the Budget, Finance & Personnel Committee.

Adjournment: Meeting adjourned at 8:07. Motion to adjourn made by Karen.

Next Meeting: Monday, November 13, 2023 at 7:00 p.m.