

Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, September 18, 2023
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:09 p.m.
Present: S. Mitchell, K. Steiner, C. Richards, S. Turnbull, C. Badger,
S. Didas, C. Arnold

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

Public Comment: No public comment

Approval of Minutes: Sarah moved to approve the August minutes. Sandy seconded. Minutes approved.

Treasurer's Report:

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

Financial Reports:

- For August: \$25,246.70 – expenses, \$2,289.05- deposits
- Sara moved to approve the Journal and Profit & Loss for August. Cydney seconded. Board approved.

Review of bills to be paid:

- Sarah moved to approve payment of the bills for September in the amount of \$41,949.25. Sandy seconded. Board approved.

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

- Huge attendance for finale at end of August; it was too cold outside for the animals, so it took place indoors.
- Attended Ionia Fall Festival; gave away children's books.
- Planning for Halloween; will give out candy.
- Tabling at Elementary School open house.
- Will speak at a Lion's Club dinner.
- Will speak at an upcoming Rotary Club meeting.
- Programming: Betsy and Danielle alternating story times; attendance has been good. Betsy is doing crafts for children, and will be doing crafts for adults.
- Held staff meeting on September 8; recapped summer; online customer service training for library employees.
- Linda working full time in Victor, so fewer hours here.
- Going to Albany for NYS Division of Libraries.
- Led a webinar with a librarian from Missouri regarding how to manage book ban challenges.

- Going to NYLA st beginning of November. Presenting with past colleagues from NYC.
- Camera has been switched to people-counting camera.
- Windows and gutters installed and paid for.
- Gazebo delivery estimated for end of September.
- Yellowjacket nests removed; holes need to be plugged up.
- All construction aid submitted.
- OWWL will subscribe to Kanopy, which is a streaming service.
- Received 90% of the NYS aid.

Committees

Friends Liaison

- Fall clean-up book sale on Saturday, September 16: Made \$260. Will probably donate leftover books to other libraries for their book sales.
- Garden Club is reconsidering their donation to the sensory garden.
- Friends needs more active members!

Budget, Finance & Personnel

- No meeting this past month.

Governance

- Need to review procurement policy to see if it is inclusive of bid solicitation policy.
- Need to review and send for approval:
 - > Emergency Disaster Plan
 - > PPE Policy
 - > Contact Tracing
 - > Employee Health Screening
 - > Incident Report Form

Facility

- Hose spigots: Rather than repair the old one that uses the key, we will replace with an on/off handle and then put a fence with locked gate around it.

Planning & Evaluation

- Meeting held to begin new long-range plan. Discussed doing another survey, since 2021 survey focused on collection and was Covid-related. Reviewed previous long-range plan. We have achieved quite a bit, including utilizing all indoor and outdoor space. However, we still need to focus on these goal and fine-tune them. Make it a three-year plan, and begin in July (2024).

Sara made a motion to approve committee reports. Sarah seconded Board approved.

Old Business

- Water fountain proposal. Need to get more clarification on options.
- Trustee education requirements and sexual harassment training
- Reminder: Whistleblower and conflict of interest policies, and oath of office.

New Business

- Director Goals:
 - > Patron experience
 - > Leadership style
 - > HR training: NYS DOL has free HR training through Coursera
 - > Chelsea will send an email update twice per month.
 - > Staff meetings every two months.
- Friends Ideas
- Go over Trustee Handbook when new one is released.

Adjournment: Meeting adjourned at 8:22. Motion to adjourn made by Karen.

Next Meeting: Monday, October 16, 2023 at 7:00 p.m.