

**Bloomfield Public Library**  
**Meeting of the Board of Trustees**  
**Monday, December 18, 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, S. Turnbull, S. Didas, C. Badger,  
D. Tcholakian, D. Wollschleger

**Approval of Agenda:** Sarah moved to approve the agenda, with one change. Cydney seconded.  
Agenda approved.

**Public Comment:** No public comment

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

**Treasurer's Report:**

- Cydney made a motion to approve the Treasurer's Report for December. Sarah seconded.  
Board approved.
- Sarah moved to increase the budget by \$35,000, with the funding supplied from the unreserved fund, for the following budget lines. Cydney seconded. Board approved:  
-Building Maintenance : \$33,400  
-Story Walk Seed Money: \$1,600
- Karen moved to transfer \$200 from the Worker's Compensation Budget Line to the Travel budget line. Sandy seconded. Board approved.
- Karen moved to transfer the \$31,200 from the Teen and Adult Specialist wages to the Library Assistant wages budget line. Sara seconded. Board approved.

**Financial Reports:**

- For November: \$12,471.07 – expenses, \$188,143.67- deposits
- Cydney moved to approve the Journal and Profit & Loss for November. Sarah seconded.  
Board approved.

**Review of bills to be paid:**

- Sandy moved to approve payment of the bills for December in the amount of \$4,058.43.  
Amy seconded. Board approved.

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

- Working on Human Library, in conjunction with Victor-Farmington Library.
- Already planning for summer programming. Theme is Adventure Begins at Your Library.
- Creating Local Interest section.
- Policies Missing from Website:  
-Disaster Response Policy

- Code of Ethics
- Financial Controls (Purchasing/Procurement and Petty Cash)
- Policies due to be updated in February:
  - Circulation and Charges
  - Gifts and Donations
- Sarah moved to eliminate fines for gaming and DVDs. Sara seconded. Board approved.

## **Committees**

### Friends Liaison

- Annual Holiday Party on Friday, December 1: Small turnout
- No December meeting; next meeting in January.

### Budget, Finance & Personnel

- Sara made a motion to move into executive session to discuss personnel. Karen seconded. Board approved.
- Karen made a motion to come out of executive session. Cydney seconded. Personnel was discussed.

### Governance

- Reserve Funds: Review next month.

### Facility

- No report

### Planning & Evaluation

- No report

## **New Business**

- Cydney moved to elect Amy Malpass Williams as vice president of the Board of Trustees. Karen seconded. Board approved.
- Cydney Badger will be new claims auditor.
- The board reluctantly accepted resignation of trustee Sara Turnbull. We expressed our appreciation of her service.

**Adjournment:** Meeting adjourned at 9:02. Motion to adjourn made by Karen.

**Next Meeting:** Monday, January 16, 2024 at 7:00 p.m.