

**Bloomfield Public Library
Meeting of the Board of Trustees
Tuesday, February 13, 2024
2:30 p.m.
MINUTES**

Call to Order: The meeting was called to order at 2:34 p.m.
Present: S. Mitchell, K. Steiner, A. Williams, C. Badger,
D. Tcholakian.

Approval of Agenda: Karen moved to approve the agenda, with revisions as discussed (items 5, 6, 7 were covered on February 12). Cydney seconded. Agenda approved.

Public Comment: No public comment

Approval of Minutes: Cydney moved to approve the January minutes. Sandy seconded. Minutes approved.

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

- Henry made a flyer for the coding workshop.
- Summer Programming: Headline event is magic show on July 12. "Great and Powerful Dave".
- Catherine and Cole have been trained to close.
- Started annual report; will attend webinar that will offer some help. Due (to OWWL) on February 27.

Committees

Friends Liaison

- Chicken BBQ – will use Gale-Wyn again this year. Will take place at Runnings in Canandaigua on April 28.
- Book sale: Considering what to do.

Budget, Finance & Personnel

- Working on budget for 2024-25. Will be ready to review soon.

Governance

- Karen made a motion to adopt the revised Gifts and Donation Policy. Cydney seconded. Board approved.
- Karen made a motion to adopt the revised Circulation Policy. Amy seconded. Board approved.
- Karen made a motion to adopt the Emergency and Disaster Plan. Sandy seconded. Board approved.
- The Personnel Policy will be finalized at an upcoming meeting.

Facility

- No report.

Planning & Evaluation

- No report.

New Business

- Employee Handbook needs to be reviewed.
- Sandy made a motion to accept Cydney as Financial Officer. Amy seconded. Board approved. Claims Auditor position will remain open for the time being.
- Danielle will continue as interim director to assist Rachael when she starts.
- Bloomfield Board email: Send emails to board members individually (not DL) for the time being.

Adjournment: Meeting adjourned at 4:51. Motion to adjourn made by Karen.

Next Meeting: Monday, March 18, 2024 at 7:00 p.m.