

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, March 18, 2024
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:03 p.m.
Present: S. Mitchell, K. Steiner, A. Williams, C. Badger,
R. Aycock, D. Tcholakian, D. Wollschleger, R. Kirsop

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

Public Comment: No public comment

Approval of Minutes: Cydney moved to approve the February minutes. Amy seconded.
Minutes approved.

Treasurer's Report:

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

Financial Reports:

- For February: \$5,593.38 – expenses, \$569.72 - deposits
- Karen moved to approve the Journal and Profit & Loss for February. Sandy seconded. Board approved.

Review of bills to be paid:

- Cydney moved to approve payment of the bills for March in the amount of \$3,232.84. Sandy seconded. Board approved.

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

- Coding workshop went well.
- Co-sponsoring event at Ganondogan with Victor-Farmington Library.
- Beginning planning for summer reading/programming.
- Working on administrator for library Facebook page.

Committees

Friends Liaison

- Chicken Barbecue on Saturday, August 24 at Runnings in Canandaigua.
- Book Sale (bag sale) will take place on June 8 (10:00-2:00) in the parking lot. Donations will only be taken on April 27 and on May 4.
- Postponing Membership campaign.

Budget, Finance & Personnel

- Committee needs to meet soon to review handbook.
- Personnel Policy
- Update of Employee Handbook

Governance

- Cydney made a motion to adopt the revised Personnel Policy. Cydney seconded. Board approved.

Facility

- No report.

Planning & Evaluation

- No report.

New Business

- Sandy made a motion to approve the FFRPL Grant Acceptance Letter. Amy seconded. Board approved.
- Karen made a motion to affirm that Sandra Mitchell and Cydney Badger's oaths of office were filed with Ontario County on Friday, March 15. Amy seconded. Board approved.
- Sandy made a motion to approve the following slate of officers. Amy seconded. Board approved:
 - President: Sandra Mitchell
 - Vice President: Amy Williams Malpass
 - Secretary: Karen Steiner
 - Financial Officer: Cydney Badger
- Sandy made a motion to appoint Donna Wollschleger as Treasurer of the Bloomfield Public Library. Karen seconded. Board approved.
- Oath of Office was sworn by Donna Wollschleger, Treasurer. This oath is in place for three years.
- Karen moved to recognize Sarah Didas's and Sara Turnbull's positive support in correcting our recent oath of office issue. Amy seconded. Board approved.
- Karen moved to accept the resignation of Sara Turnbull and Sarah Didas from the Board. Amy seconded. Board approved.
- Karen moved to approve Provisional Charter Form and \$60 payment to the Division of Library Development. Cydney seconded. Board approved.
- Sandy moved to assign Sandra Mitchell to mail (certified so that receipt is provided) the Provisional Charter and the check to the Division of Library Development by 3/19/2024. A seconded. Board approved.
- Sandy moved to appoint Rachael Aycock as Manager of the Bloomfield Public Library, effective March 11, 2024. Karen seconded. Board approved.
- Cydney moved that we close the library on Monday, April 8 due to the eclipse and expected traffic congestion; staff that is scheduled to work on Mondays will be paid. Karen second. Board approved.

- Karen moved to assign the following tasks to the trustees indicated below, as follow-up from the Correction of Oath of Office Action approved on 3/11/2024. Sandy seconded. Board approved.
 1. Include a provision in the Bloomfield Public Library's Bylaws describing the process and responsibilities for filing an Oath of Office with reference to the requirements in Public Officers Law: **Karen**
 2. Develop a Trustee Term Roster to be updated and reviewed on a regular basis that clearly notes the start/end date of individual Trustees' terms, the date their Oath of Office was taken, and the date the Oath of Office was filed with the County: **Sandy**
 3. Adopt a Trustee Ethics Statement that all Trustees will review and sign annually at the library's Annual Meeting: **Amy**
 4. Adopt a Code of Conduct that defines appropriate behavior for all who enter the library, including Trustees, Staff, and Patrons: **Karen**
 5. Include a provision in the Bloomfield Public Library's Bylaws describing Collective Authority and the Board's responsibilities when taking action as a group: **Karen**
 6. Recruit eligible residents to fill all vacancies on the Board: **All**
 7. File all required paperwork with the Division of Library Development to extend the Bloomfield Public Library's provisional charter. (March 2024): **Sandy**
 8. Formally reestablish Board Committees to divide appropriate governance work among Trustees (this will be done when we have more trustees): **To be done when we have additional trustees.**

Adjournment: Meeting adjourned at 8:23. Motion to adjourn made by Sandy.

Next Meeting: Monday, April 15, 2024 at 7:00 p.m.