

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, April 15, 2024
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. Badger,
R. Aycock, R. Kirsop, S. Rogers

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

Public Comment: No public comment

Approval of Minutes: Amy moved to approve the March 18 minutes. Cydney seconded. Minutes approved. Cydney moved to approve the March 27 minutes. Karen seconded. Minutes approved.

Treasurer's Report:

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

Financial Reports:

- For March: \$3,232.84 – expenses, \$105.45 - deposits
- Sandy moved to approve the Journal and Profit & Loss for March. Karen seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for April in the amount of \$2,882.39. Karen seconded. Board approved.

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

- Eclipse guest speaker at good turnout
- Co-sponsored Ganondagan event with Victor-Farmington Library; great turnout
- Beginning to plan summer reading (Adventure Begins at Your Library)
- Rachael attended summer reading workshop at Cornell Cooperative Extension.
- Attended Rotary event for Eclipse.
- Candy's last day was March 28. Danielle's last day was April 11.

Committees

Friends Liaison

- Sent out annual membership campaign.
- Welcome Reception for Rachael is this Saturday from 12:00-2:00.
- Announcement for book sale (June 8) posted. Taking donations on two occasions.
- Friends will provide refreshments for staff meetings.
- Friends will pay for ice cream and entertainment (the Great and Powerful Dave) for summer opening, as well as pizza for closing event.

Budget, Finance & Personnel

- Sandy preparing public budget information and will send out to review.
- Committee needs to meet soon to review handbook.
- Personnel Policy
- Update of Employee Handbook

Governance

- No report

Facility

- No report.

Planning & Evaluation

- No report.

Old Business

- Karen moved that we request the OWWL Library System to compile a draft employee handbook, with the intention of replacing the existing personnel policy. Cydney seconded. Board approved.
- Karen made a motion to approve the annual report prepared by Danielle and Donna. Cydney seconded. Annual report approved.
- Discuss amendments to By-Laws: Oath of Office, Collective Authority, and Number of Trustees - **to be approved at the May 20, 2024 Meeting**
- Karen made a motion to approve the Trustee Term Roster. Cydney seconded. Trustee Term Roster approved.
- Cydney made a motion to approve the Trustee Ethics Statement. Amy seconded. Trustee Ethics Statement approved.
- Cydney made a motion to approve the revised Code of Conduct. Amy seconded. Code of Conduct approved.
- Re-establish board committees: we will postpone this until the May meeting.
- **Discuss:** Petition Deadline and Submission of all Seven (or five depending on By-Law review) Trustee Positions for the 2024 Election to School District:
 - Two Expiring Terms Currently Filled by Karen Steiner and Amy Williams Malpass;
 - Two Unexpired Terms Currently Filled by Cydney Badger and Sandra Mitchell; and
 - Three (One?) Vacant Terms.

New Business

- Karen made a motion to approve the April 2024 Personnel Change Report. Cydney seconded. Personnel Change Report approved.
- Cydney made a motion to approve the current Tobacco Use Policy. Amy seconded. Tobacco Use Policy approved.
- Cydney made a motion to approve the current Fund Balance Policy. Amy seconded. Funds Balance Policy approved.
- Cydney made a motion to approve the current Pest Control Policy. Amy seconded. Pest Control Policy approved.
- Cydney made a motion to approve the adopt the Records Retention Policy. Amy seconded. Record Retention Policy approved.
- Karen moved that we hold a Public Budget Presentation on Thursday, May 9 at 6:00 p.m. at the Library. Sandy seconded. Board approved.
- Karen moved to approve Messenger Post Media as our News Media Outlet, per Open Meetings Law, for Board and Committee Meeting Legal Notices. Sandy seconded. Board approved.
- Discuss: Freedom of Information Law (FOIL) and the Need for a Policy Regarding Information Requests. Ron will send a template.
- Discuss: Next Steps for Provisional Charter
 - Division of Library Development will provide a petition and resolution to be approve at the May 20, 2024 Board Meeting
- Karen moved that our director, Rachael Aycock, manage the day-to-day operations of the library now that she has been completed training. Cydney seconded. Board approved.
- Sandy tendered her resignation as board president.
- Cydney tendered her resignation as board financial officer.
- Karen made a motion to appoint Cydney as board president through June 30, 2024. Amy seconded. Board approved.
- Karen made a motion to appoint Sandy as financial officer through June 30, 2024. Amy seconded. Board approved.

Adjournment: Meeting adjourned at 10:02 p.m. Motion to adjourn made by Karen.

Next Meeting: Monday, May 20, 2024 at 7:00 p.m.