

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, May 20, 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, R. Kirsop

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

Public Comment: No public comment

Approval of Minutes: Sandy moved to approve the April minutes. Amy seconded. Minutes approved.

Treasurer's Report:

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

Financial Reports:

- For April: \$2,882.39 – expenses, \$3,377.20 – deposits
- Karen moved to approve the Cash Activity Report for April. Sandy seconded. Board approved.
- Karen moved to approve the Financial Reports (Balance Sheet, Budget vs. Actuals, Journal and Profit & Loss) for April. Sandy seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills for May in the amount of \$6,125.90. Sandy seconded. Board approved.

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

- 20 programs in April, with total attendance of 98.
- Rachael attended School Board meeting in April.

Committees

Friends Liaison

- Met to prepare for book sale (which is on June 8). Took donations on two occasions – directly to shed.

Budget, Finance & Personnel

- No report.

Governance

- No report

Facility

- No report.

Planning & Evaluation

- No report.

Old Business

- Employee Handbook is still in process. OWWL sent a draft, and they are working on customizing it.
- Karen made a motion to accept the following Amendments to the By-Laws: Oath of Office, Collective Authority, and Number of Trustees. Sandy seconded. Board approved.
- Karen made a motion to approve the Petition for Extension of Provisional Charter to the Division of Library Development. Sandy seconded. Board approved. This was signed by Cydney Badger, president; and Karen Steiner, secretary – and was notarized.
- Karen made a motion to approve Resolution for Provisional Charter to the Division of Library Development. Sandy seconded. Board approved. This was signed by Cydney Badger, president; and Karen Steiner, secretary – and was notarized.
- Trustee Recruitment Efforts. We hope to have some write-in votes. Some trustees have spoken to individuals who may be interested.
- Sandy made a motion to approve the Freedom of Information Law (FOIL) Policy. Amy seconded. Board Approved.
- Karen made a motion to approve the FOIL Subject Matter List. Amy seconded. Board approved.

New Business

- Karen made a motion to approve the May 2024 Personnel Change Report. Sandy seconded. Board approved.
- Amy made a motion to approve payment of the 2024 FFRPL Funds in the amount of \$3,228.38 to OWWL Overdrive T-Fund Account for eBooks and Audiobooks. Sandy seconded. Board approved.
- Sandy made a motion to approve NYLA Membership for the library director. Amy seconded. Board approved.
- Trustee Ethics Statements were signed by all board members.
- Email distribution options for the board are still being investigated.
- Sandy made a motion to assign Rachael Aycock as the administrator and authorized user of the CNB Credit Card. Amy seconded. Board approved.

Reminder: Vote is Tuesday, May 21.

Adjournment: Meeting adjourned at 8:09 p.m. Motion to adjourn made by Karen.

Next Meeting: Monday, June 17 at 7:00 p.m.