

**Bloomfield Public Library**  
**Annual Meeting of the Board of Trustees**  
**Tuesday, July 16, 2024**  
**6:00 p.m.**  
**MINUTES**

**Oaths of Office:** Ann Borgstrom took her oath of office on Thursday, July 11. Oaths of office were taken (on Tuesday, July 16) by Karen Steiner, Cydney Badger, Quintin Peacock, Donna Wollschleger, Rachael Aycock. The certification of election forms were signed by Cydney Badger and Karen Steiner (for Cydney Badger's form only). Rachael will mail these, via certified mail, to the Ontario County Clerk's Office on Wednesday, July 17. Copies will be kept in the BPL Office.

**Call to Order:** The meeting was called to order at 6:11 p.m.  
Present: C. Badger, A. Q. Peacock, K. Steiner, R. Aycock, D. Wollschleger

**Public Comment:** No public comment

**Approval of Agenda:** Karen moved to approve the agenda for the annual meeting. Quintin seconded. Agenda approved.

**Election of Officers:**

The following officers were elected unanimously:

- President: Cydney Badger
- Vice President: Ann Borgstrom
- Secretary: Karen Steiner
- Financial Officer: Quintin Peacock

**Whistleblower Statements**

- Signed by the board members and given to Rachael. Ann Borgstrom submitted hers on July 11, 2024.

**Conflict of Interest Statements**

- Signed by the board members and given to Rachael. Ann Borgstrom submitted hers on July 11, 2024.

**Ethics Statements**

- Signed by the board members and given to Rachael. Ann Borgstrom submitted hers on July 11, 2024.

**Trustee Education Agreement**

- Reviewed the policy: two hours must be completed each. Ron will come to meetings quarterly (early) for Q&A; this will qualify as trustee education. The completion of trustee education information should be submitted to Cydney at the end of each calendar year.

### **Adopt Proposed Budget**

Cydney made a motion to adopt the 2024-25 budget. Quintin seconded. Adoption of budget approved.

### **Board Meeting Schedule**

- Karen made a motion to approve the board meeting schedule for the 2024-25 year as shown below. Quintin seconded. Motion passed.
  - August 19
  - September 16
  - October 21
  - November 18
  - December 16
  - January 13
  - February 24
  - March 17
  - April 21
  - May 19
  - June 16
  - July 21 (annual meeting)

### **Library Closures/Holiday Calendar 2025**

- Quintin made a motion to approve the holiday closing schedule for the 2025 calendar year as shown below. Cydney seconded. Motion passed.
  - January 1 (New Year's Day)
  - January 20 (MLK Day)
  - February 17 (Presidents Day)
  - May 27 (Memorial Day)
  - June 19 (Juneteenth)
  - July 4 and 5 (Independence Day and Saturday after)
  - September 1 (Labor Day)
  - October 13 (Columbus Day)
  - November 11 (Veterans Day)
  - November 27: Close at 6:00
  - November 28 (Thanksgiving)
  - November 29 (Friday after Thanksgiving)
  - December 24 (Christmas Eve)
  - December 25 (Christmas)
  - December 31 (New Year's Eve): Close at 2:00

### **Committee Assignments**

Quintin made a motion to approve the following committee assignments. Karen seconded. Committee assignments passed.

#### **Budget and Finance (3 members)**

- Ann, Karen, Quintin. Donna will participate as well.

#### **Personnel (3 members)**

- Cydney, Karen, Quintin.

**Facilities (2 members)**

- Cydney, Ann

**Governance/Policy (2 members)**

- Quintin, Karen

**Planning & Evaluation (2 members)**

- Cydney, Ann

**Annual Organizational Actions**

Donna made a motion to approve the 2024-25 Organizational Actions as presented with the following amendments. Quintin seconded. Board approved.

-Designation of Authorized Signatories for Checks to include Quintin Peacock (Financial Officer)

-Authorization of Certain Payments Prior to Board Approval to include the credit card payment.

-Designation of 403(b) contribution is four percent.

**Proposed Wage Increases**

Karen made a motion to go into Executive session to discuss wage increases. Quintin seconded. Board approved.

Karen made a motion to come out of Executive session. Quintin seconded. Board approved.

Wage increases were discussed.

Quintin made a motion to approve the proposed wage increases as presented. Cydney seconded.

**Frequency of Pay Update**

Karen made a motion for the Frequency of Pay to take place biweekly effective August 1, 2024. Quintin seconded. Board approved.

**Library Manager Evaluation Plan**

Karen made a motion to approve the plan for the evaluation of the library manager as presented. Quintin seconded. Board approved.

**Friends Memorandum of Understanding**

Karen made a motion to adopt the Friends Memorandum of Understanding as presented.

Quintin seconded. Board approved.

**ByLaws:**

Karen made a motion to add the following to Bloomfield Public Library ByLaws. Quintin seconded. Board approved.

-Sexual Harassment Training (Appendix)

-Removal of a Trustee (Amendment)

**Adjournment:** Meeting adjourned 8:12. Motion to adjourn made by Cydney.