

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, August 19, 2024
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:10 p.m.
Present: A. Borgstrom, C. Badger, Q. Peacock, K. Steiner, R. Aycock,
D. Wollschleger, P. Exley, R. Kirsop

Public Comment: No public comment

Approval of Agenda: Quintin moved to approve the agenda. Ann seconded. Agenda approved.

Approval of Minutes: Ann moved to approve the July minutes. Quintin seconded. Motion approved. Ann moved to approve the annual meeting minutes (also from July). Quintin seconded. Motion approved.

Treasurer's Report:

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

Financial Reports:

- For July: \$4,637.52 – expenses, \$2,030.78 – deposits.
- Quintin moved to approve the Cash Activity Report for June. Ann seconded. Board approved. (Motion not recorded in July meeting.)
- Cydney moved to approve the Financial Reports (Balance Sheet, Budget vs. Actuals, Journal and Profit & Loss) for June. Karen seconded. Board approved. (Reports were not completed at July meeting due to waiting for year-end.)
- Karen moved to approve the Cash Activity Report for July. Ann seconded. Board approved.
- Karen moved to approve the Financial Reports (Balance Sheet, Budget vs. Actuals, Journal and Profit & Loss) for July. Cydney seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills for August in the amount of \$3,071.06. Quintin seconded. Board approved.

Director's Report: Ann moved to approve the Director's Report with amendments as discussed. Quintin seconded. Director's Report approved.

- Total enrollment for summer reading was 200!
- Fun programs planned for fall, including some for adults.
- Free farm stand is doing well.

- Highest numbers in the calendar year so far: foot traffic, computer use, program participation
- Planning for fall activities
- Rachael attended OWWL summer symposium.
- Student from St. John Fisher University has been in observing.

Committees

Friends Report

- Annual chicken barbecue scheduled for Saturday, August 24 at 11:00 in Runnings Parking Lot in Canandaigua.
- Friends supported Summer Reading finale in terms of entertainment and pizza.
- Reviewed MOU and had some questions; we will report back, and they will sign.

Budget, Finance & Personnel

- No report

Governance

- No report

Facility

- No report

Planning & Evaluation

- No report

Old Business

- Employee Handbook (Personnel Committee)
- Provisional Charter Status: This has been approved by the Board of Regents.
- Ann made a motion to approve the By-Law Amendments as discussed in the July meeting. Quintin seconded. Board approved.
- Cydney made a motion to approve the Friends of the Bloomfield Public Library MOU with amendment as discussed. Karen seconded. Board approved.

New Business

- Cydney made a motion to have Donna add Quintin Peacock, in his capacity as Financial Officer, and Rachael Aycoff, in her capacity as Library Manager, as administrators to all relevant banking as pertains to the Bloomfield Public Library. Quintin seconded. Board approved.
- Made a motion to authorize Quintin, in his capacity as Financial Officer, to work with Donna Wollschleger, in her capacity as Library Treasurer regarding consolidating the accounts at Canandaigua National Bank.
- Quintin made a motion to approve the updated Procurement Policy. Ann seconded. Board approved.

- Ann made a motion to approve the updated Credit Card Policy. Quintin seconded. Board approved.
- Cydney made a motion to approve the August 2024 RPC. Quintin seconded. Board approved.
- Board Member Recruitment: We will try to recruit a new member before the end of the calendar year.
- Set Committee Meetings
 - Personnel (Handbook) (Cydney, Quintin, Karen): Mon. Sept. 9 at 6:00 p.m.
 - Budget (Amendments) (Ann, Quintin, Karen): Mon. Sept. 16 at 6:00 p.m.
 - Facilities (Prioritize Repairs/Facility Plan) (Ann, Cydney): To be determined.
- Cydney made a motion to approve the Annual Report to Community with amendments; Quintin seconded. Board approved.
- Quintin made a motion to approve Rachael's attendance at the NYLA Conference in November. Ann seconded. Board approved.
- Review Payroll Procedure: Rachael will see if there is an option to find out the amount ahead of time so that Donna can make the correct transfer at the appropriate time.
- Cydney made a motion enter into Executive Session to discuss personnel decisions of specific employees of the Bloomfield Public Library. Karen seconded. Board approved. Cydney made a motion come out of Executive Session. Ann seconded. Board approved. Personnel decisions of specific employees were discussed.

Adjournment: Meeting adjourned at 9:08 p.m. Motion to adjourn made by Cydney.

Next Meeting: Monday, September 16 at 7:00 p.m.