

**Bloomfield Public Library**  
**Meeting of the Board of Trustees**  
**Monday, September 16, 2024**  
**7:00 p.m.**  
**MINUTES**

**Call to Order:** The meeting was called to order at 7:13 p.m.  
Present: C. Badger, Q. Peacock, K. Steiner, R. Aycock, A. Borgstrom,  
R. Kirsop

**Public Comment:** No public comment

**Approval of Agenda:** Karen moved to approve the agenda with the amendment of closure of bank accounts. Cydney seconded. Agenda approved.

**Approval of Minutes:** Karen moved to approve the August 19 minutes with minor grammatical corrections. Ann seconded. Motion approved. Ann moved to approve the August 12 minutes. Quintin seconded. Motion approved

**Treasurer's Report:**

- Cydney made a motion to approve the Treasurer's Report for September. Ann seconded. Board approved.

**Financial Reports:**

- For July: \$3071.06 – expenses, \$192.33 – deposits.
- Karen moved to approve the Cash Activity Report for August. Ann seconded. Board approved.
- Karen moved to approve the Year-to-Date Report for August. Quintin seconded. Board approved.

**Review of bills to be paid:**

- Karen moved to approve payment of the bills (warrants) for September in the amount of \$4,464.86. Cydney seconded. Board approved.

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

- Homeschooling group started
- Ionia Fall Festival – participation
- Elementary School Open House
- Open House on Halloween
- Continuing Policy Review with OWWL. Two policies being reviewed tonight are new ones required by OWWL.
- Rachael received OWWL grant for NYLA conference attendance.
- BPL will be hub library for next year's library tour.

## **Committees**

### Friends Report

- More than \$800 from chicken barbecue
- Purchasing new rug for children's room
- Still reviewing MOU.

### Budget and Finance

- Met last week to review budget.

### Personnel

- Met last week to review Employee Handbook (see below).

### Governance

- No report

### Facility

- No report

### Planning & Evaluation

- No report

## **Old Business**

- Employee Handbook (Personnel Committee)
  - Ann made a motion to approve the Employee Handbook. Quintin seconded. Board approved.
  - Karen made a motion to revoke our previous personnel policy. Ann seconded. Board approved.
- Friends of the Bloomfield Public Library MOU: Waiting for Friends to review.
- NYLA Scholarship: Rachael received this. She will save the receipts and submit to receive the grant.

## **New Business**

- Petty Cash Policy: Cydney made a motion to approve the Petty Cash Policy. Quintin seconded. Board approved.
- Confidentiality of Library Records Policy: Karen made a motion to approve the Confidentiality of Library Records Policy. Ann seconded. Board approved.
- Bill Pay Policy: Quintin made a motion to approve the amended Bill Pay Policy. Cydney seconded. Board approved.
- Green Client with ConnectPay: Ann made a motion to become a Green Client with ConnectPay. Quintin seconded. Board approved.
- Exempt Status for Rachael Aycock: Ann made a motion to approve Rachael as an exempt employee. Karen seconded. Board approved. The job description needs to be updated to indicate this.
- Library Closures Updates: Discuss at October meeting.
- Library Rebranding/Social Media: Discuss in more detail at October meeting.
- Facility Committee Meeting: Will plan to create Facility Plan.

- Hot Spot Purchase: Cydney made a motion to purchase three Hot Spots. Quintin seconded. Board approved.
- Quintin made a motion to dissolve all unneeded/excess bank accounts except for the checking, primary savings, capital reserve, reserve, and payroll. Funds that exists in these dissolved accounts will be transferred to the primary BPL Savings Account. Karen seconded. Board approved.

**Adjournment:** Meeting adjourned at 8:45 p.m. Motion to adjourn made by Karen.

**Next Meeting:** Monday, October 21 at 7:00 p.m.