

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, November 18, 2024
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:04 p.m.
Present: C. Badger, Q. Peacock, K. Steiner, R. Aycock,
D. Wollschleger, R Kirsop

Public Comment: No public comment

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

Approval of Minutes: Quintin moved to approve the October minutes. Cydney seconded. Motion approved.

Treasurer's Report:

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

Financial Reports:

- For October: \$15,997.89 – expenses, \$135.77 – deposits.
- Quintin made a motion to approve the budget transfers as presented. Karen seconded. Board approved.
- Karen moved to approve the Cash Activity Report for October. Quintin seconded. Board approved.
- Karen moved to approve the Year-to-Date Report for October. Cydney seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills (warrants) for November in the amount of \$3,408.00. Cydney seconded. Board approved.

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

- Upcoming: Genesee County Village & Museum doing Yuletide in the Country Program, Santa visiting, attending craft fair. Attending tree lighting.
- 175 people attended Halloween Open House; also very popular at Trunk or Treat
- Setting up independent activities and STEM instead of home school group, due to lack of attendance.
- Rachael and Betsy attended NYLA; it was very beneficial.
- Met with Suzanne regarding construction aid so that can be completed.

Committees

Friends of the Library Liaison Report:

- They signed the MOU.
- Fundraiser mailing complete.
- Open meeting scheduled for Monday, February 10.
- Will decorate library for holidays and provide snacks for Santa visit.

Budget and Finance

- Need to meet soon to start planning next year's budget.

Personnel

- Met on October 4.

Governance

- No report

Facility: Karen moved to approve the Facility Committee report. Quintin seconded. Board approved

Met on October 23:

- Roof was replaced in 2014; HVAC in 2016. Commercial building inspection needs to be done so that we can prepare for replacements.
- Parking lot lighting and timers need updating.
- Night cleaning needs to be done.
- Insulation for soundproofing and protection from the elements.
- Grant writing in January
- Need more space for storage of records; need break area for staff. Would like sprinkler system.
- Need bigger and/or better children and teen rooms and modernization of space.
- Goal: make library more readily usable for patrons.

Planning & Evaluation

- No report

Old Business

- Friends of the Library MOU (see above)
- Construction Aid Funds. Still awaiting drinking fountain and water fill station, as well as drywall afterwards; fence.

New Business

- Investment Policy: to be completed next month.
- Open Meetings Policy: Cydney made a motion to approve the Open Meetings Policy; Karen seconded. Board approved.
- Circulation Policy: Cydney made a motion to approve the Open Meetings Policy; Quintin seconded. Board approved.
- November Personnel Change Report: Cydney made a motion to approve the November Personnel Change Report; Quintin seconded. Board approved.
- Board Recruitment Efforts. We will see if we can recruit people at upcoming events and programs.

- Committee Meetings:
 - Budget & Finance on Monday, December 16 at 5:00.
 - Facility: December 11 at 6:00 p.m.
- Budget Vote/Budget Requirements: We will gather more information.
- Board Meeting Time Change: Cydney made a motion to change the time of the monthly Board Meetings to 6:00. Quintin seconded. Board approved.

Adjournment: Meeting adjourned at 8:34 p.m. Motion to adjourn made by Cydney.

Next Meeting: Monday, December 16 at 6:00 p.m.