

**Bloomfield Public Library**  
**Meeting of the Board of Trustees**  
**Monday, October 21, 2024**  
**7:02 p.m.**  
**MINUTES**

**Call to Order:** The meeting was called to order at 7:01 p.m.  
Present: C. Badger, Q. Peacock, K. Steiner, R. Aycock, A. Borgstrom,  
D. Wollschleger

**Public Comment:** No public comment

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

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

**Treasurer's Report:**

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

**Financial Reports:**

- For September: \$4,464.86 – expenses, \$639.29 – deposits.
- Karen moved to approve the Cash Activity Report for September. Quintin seconded. Board approved.
- Karen moved to approve the Year-to-Date Report for September. Ann seconded. Board approved.

**Review of bills to be paid:**

- Karen moved to approve payment of the bills (warrants) for October in the amount of \$15,997.89. Quintin seconded. Board approved.

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

- Thanksgiving Food Drive with Blessing Room
- Library Card Sign Up/Outreach at various upcoming community events
- Open House during trick-or-treating on Halloween
- Upcoming Programs: Canning, Caregiver support, Medicare Enrollment, etc.
- Staff meeting on November 4.
- Snow removal contract signed with Wyatt Conklin
- Getting quote for drinking fountain.
- Working on quotes for fence installation

## **Committees**

### Friends Report

- Some BPL Friends attended a Friends of the Library OWWL group meeting.
- Open meeting scheduled for Monday, February 10 to inform the community about Friends and to try to recruit new members.
- Friends will decorate the library for the holidays.
- MOU (see below)

### Budget and Finance

- No report

### Personnel

- No report. Next meeting Monday, November 4 at 6:00 p.m.

### Governance

- No report

### Facility

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

- Discussed commercial building inspector; there are not good records about building maintenance and upkeep. They can also check with assessor's or code enforcement office.
- Space needs: Need to review and make decisions.
- Energy conservation: Leads for NYSERDA grants.
- Programming: Discussed having NYSERDA do a presentation regarding grants, etc. for home owners.
- Next meeting is October 23.

### Planning & Evaluation

- No report

## **Old Business**

- Friends of the Library MOU: Changes suggested were minor. Meetings are usually the second Monday of the month at 6:00.
- Library Closures Updates: We will not make any changes this year; none of the other libraries in the system are closing for Lunar New Year.

## **New Business**

- Online Banking Policy: Ann moved to approve the Online Banking Policy. Quintin seconded. Board approved.
- Reserve Fund Policy: Quintin moved to approve the Reserve Fund Policy. Ann seconded. Board approved.
- Cydney made a motion to reallocate the funds from Employee 403(b) and Employee Sick Time reserves to the Employee Benefits Liability Reserve. Ann seconded. Board approved.
- Cydney made a motion to dissolve the Sick Time, Programming, and Professional Development, and 403(b) Reserve Funds. Ann seconded. Board approved.
- Travel and Conference Policy: Quintin moved to approve the Travel and Conference Policy. Cydney seconded. Board approved.

- Circulating Technology Policy: Quintin moved to approve the Circulating Technology Policy. Ann seconded. Board approved.
- Emergency Closing Policy: Cydney moved to approve the Emergency Closing Policy. Ann seconded. Board approved.
- Records Retention Policy: Karen moved to approve the Records Retention Policy. Quintin seconded. Board approved.
- Library Hours: Quintin moved to approve the Winter Library Hours for November 1 through April; and the Summer Hours from May 1 through October 31. Ann seconded. Board approved.
- Facility Update: Snow Plow Service (contract signed), HVAC (looking into new company), Exit Light Repair (bill was higher than usual because some exit lights needed to be replaced).
- Construction Grant: Working on drinking fountain (separate people for drinking fountain installation and drywall & paint). Fence (already planning on one between library and neighbors, but the fence hiding the HVAC equipment needs to be replaced too). Deadline (Building Permit)
- Funds Request to School: We are sending a letter to the school district requesting our money from tax collection.
- Budgetary Recommendations: Reviewed.
- DLD Feedback: Reviewed.
- 403(b) Authorized Users: Rachael Aycock, Cydney Badger, Quintin Peacock, Donna Wollschleger.

**Adjournment:** Meeting adjourned at 8:53 p.m. Motion to adjourn made by Cydney.

**Next Meeting:** Monday, November 18 at 7:00 p.m.