

**Bloomfield Public Library  
Meeting of the Board of Trustees  
Monday, February 24, 2025  
6:00 p.m.  
MINUTES**

**Call to Order:** The meeting was called to order at 6:05p.m.

Present: C. Badger, A. Borgstrom, Q. Peacock, K. Steiner, E. Meade,  
R. Aycock, D. Wollschleger

**Public Comment:** No public comment

**Approval of Agenda:** Quintin moved to approve the agenda. Ann seconded. The motion passed unanimously.

**Approval of Minutes:** Ann moved to approve the January minutes. Quintin seconded. The motion passed unanimously.

**Treasurer's Report:**

- Ann moved to approve the Treasurer's Report for January. Quintin seconded. The motion passed unanimously.
- Quintin moved to approve the budget transfers as outlined in the Treasurer's Report. Ann seconded. The motion passed unanimously.

**Financial Reports:**

- For January: \$5748.65 – expenses, \$215.14 – deposits.
- Karen moved to approve the Cash Activity Report for January. Quintin seconded. The motion passed unanimously.
- Cydney moved to approve the Year-to-Date Report for January. Ann seconded. The motion passed unanimously.

**Review of bills to be paid:**

- Karen moved to approve payment of the bills (warrants) for February in the amount of \$21,249.85. Quintin seconded. The motion passed unanimously.

**Director's Report:** Cydney moved to approve the Director's Report. Ann seconded. The motion passed unanimously.

- Bring Your Child to the Library Day went well.
- Rachael will be speaking at upcoming Rotary and Lion's Club meetings.
- Commercial Building Inspection scheduled for tomorrow (February 25).
- Great programming and attendance during February recess.
- Long-range planning cohort is supposed to start in March; will be first Wednesday of each month.

## **Committees**

### **Budget and Finance**

- Previous meetings: Wednesday, February 5; and Monday, February 24.
- We finalized the budget for 2025-26. Amount is slightly under tax cap.
- Next Meeting: Wednesday, March 12 at 6:00 p.m. – to begin preparing for budget vote.

### **Personnel**

- Previous meetings: Wednesday, January 29; Wednesday, February 19.
- Handbook updates
- Director evaluation. We are almost done with this process.
- Next Meeting: to complete evaluation. Monday, March 3 at 5:30 p.m.

### **Governance**

- Trustee Orientation for new trustee. Tuesday, March 11 at 6:00 p.m.

### **Facility:**

- Needs to meet to discuss results from inspection, construction aid. Will choose a date at the March 17 meeting.

### **Planning & Evaluation**

- No report. Rachael is waiting for more information regarding the cohort through OWWL.

Cydney moved to approve the committee reports; Ann seconded. The motion passed unanimously.

### **Friends of the Library Liaison Report:**

- Continue to receive donations from appeal sent out in December.
- Open meeting on Monday, March 10 at 6:00 p.m.
- Book sale on Saturday, May 31 from 10:00-2:00.

## **Old Business**

- Health Insurance Stipend: will wait until next meeting that Ron can be here.
- Painting Quotes: Joel's Painting \$10,500. Karen made a motion to approve having Joel's Painting do the painting. Ann seconded. The motion passed unanimously.

## **New Business**

- Appoint new trustee: Cydney Badger moved to appoint Emily Meade to the position of Trustee in accordance with the Bloomfield Public Library Bylaws and shall serve until June 30, 2025, when a successor is duly elected and qualified. Ann seconded. The motion passed unanimously.
- New trustee Oath of Office: Cydney Badger swore in Emily Meade as trustee, and the oath of office was signed and notarized. Rachael will send via certified mail tomorrow.
- New trustee Certification of Election: Cydney badger signed the New Trustee Certification of Election.
- Trustee Education Policy. Quintin made a motion to approve the updated Trustee Education Policy. Ann seconded. The motion passed unanimously.
- Volunteer Handbook: Karen made a motion to approve the Volunteer Handbook. Quintin seconded. The motion passed unanimously.

- Collection Development Policy. Karen made a motion to approve the Collection Development Policy. Quintin seconded. The motion passed unanimously.
- Code of Conduct Policy: Karen made a motion to approve the Code of Conduct Policy. Quintin seconded. The motion passed unanimously.
- Emergency Child Care Consideration: Will add to Staff Handbook.
- 2025 Staff Handbook: Karen made a motion to approve the 2025 Staff Handbook. Quintin seconded. The motion passed unanimously.
- Director Evaluation Report: This is in the process of being compiled.
- 2025-26 Budget: Quintin made a motion to approve the 2025-26 budget. Ann seconded. The motion passed unanimously.
- Annual Report: Quintin made a motion to approve the Annual Report. Cydney seconded. The motion passed unanimously.
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**Reminders:**

Next Board of Trustees Meeting is Monday, March 17

Friends Open Meeting is Monday, March 10 at 6:00 p.m.

Rotary Presentation is Monday, March 10 at 7:30 a.m.

**Adjournment:** Meeting adjourned at 7:13 p.m. Motion to adjourn made by Cydney.

**Next Meeting:** Monday, March 17 at 6:00 p.m.