

**Bloomfield Public Library**  
**Meeting of the Board of Trustees**  
**Monday, March 17, 2025**  
**6:00 p.m.**  
**MINUTES**

**Call to Order:** The meeting was called to order at 6:04 p.m.  
Present: C. Badger, A. Borgstrom, Q. Peacock, K. Steiner, E. Meade,  
R. Aycock, R Kirsop

**Public Comment:** No public comment.

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

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

**Treasurer's Report:**

- Treasurer was absent; reports from both March and April will be approved at the April meeting.

**Financial Reports:**

- Treasurer was absent; reports from both March and April will be approved at the April meeting.

**Review of bills to be paid:**

- Karen moved to approve payment of the bills (warrants) for March in the amount of \$11,718.88. Quintin seconded. The motion passed unanimously.

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

- Double the attendance of last February's events
- Rachael attended and presented at a Rotary meeting last week; we will be participating in Rotary Easter Egg Hunt this year.
- Partnering with staff at Epic Zone to collaborate.
- Rachael will be reviewing Disaster Plan, Emergency Closing Plan, and Pandemic Plan to make sure they align.
- Commercial Building Inspection was completed.
- Painting will likely be finished at the end of this week.
- Long Range Planning Cohort starts April 2.

## **Committees**

### Budget and Finance

- Previous meeting: Monday, March 17 at 5:30.
- Began preparing for budget vote.

### Personnel

- Previous meeting: Monday, March 3
- Completed director evaluation.

### Governance

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

### Facility:

- Needs to meet to discuss construction aid. *Will choose a date.*

### Planning & Evaluation

- Long-Range Planning Cohort: April 2. Ann and Cydney will attend.

Quintin moved to approve the committee reports. Emily seconded. The motion passed unanimously.

### Friends of the Library Liaison Report:

- Open meeting on Monday, March 10 at 6:00 p.m. No guests; they are sending us the deck to review (they did send it, but the file won't open).
- Membership Drive mailing went out.
- Used book drop-off date Saturday, April 26 from 10:00-12:00 and Saturday May 10 from 10:00-12:00
- Book sale is Saturday, May 31.

## **Old Business**

- Health Insurance Stipend: We discussed options and other possibilities; Ron will obtain information about some other possibilities.
- Budget Vote Update/Timeline: School Board Budget Presentation: Tuesday, May 7 at 7:00 p.m. Library Budget Presentation/Open House: Monday, May 12 from 6:00-8:00 p.m. Budget Vote: Tuesday, May 21. Quintin will have budget presentation prepared for us to review at the next board meeting. We are submitting the language for the School Newsletter and Budget Hearing to the school district.
- Cydney moved to include the Emergency Child Care clause in Employee Handbook, as presented. Ann seconded. The motion passed unanimously.

## **New Business**

- Karen moved to create an Audit Committee, comprised of one member, which will audit the documents relevant to Board participation. Ann seconded. The motion passed unanimously.
- Quintin moved to appoint Emily Meade to the Audit Committee, the Facility Committee, and the Planning Committee. Karen seconded. The motion passed unanimously.
- Emily moved to approve the Conflict of Interest Policy. Ann seconded. The motion passed unanimously.

- Commercial Building Inspection Findings: Reviewed report.
- Cydney moved that we are accepting the funds from the FFRPL Grant in the amount of \$3,366.10. Quintin seconded. The motion passed unanimously.
- Karen moved to go into executive session to discuss the Director Evaluation Report/Personnel. Emily seconded. The motion passed unanimously. Karen moved to come out of executive session. Ann seconded. The motion passed unanimously. The Director Evaluation and Personnel were discussed.
- Quintin moved to accept Cydney Badger's resignation as President of the Bloomfield Library Board of Trustees at the end of tonight's meeting. Ann seconded. The motion passed with one abstention by Cydney Badger.
- Quintin moved that the Bloomfield Public Library Board of Trustees appreciates Cydney Badger's work as president and all the work she has done. Ann seconded. The motion passed with one abstention by Cydney Badger.
- Karen moved to accept Quintin's stepping down as Finance Officer of the Bloomfield Library Board of Trustees. Emily seconded. The motion passed by one abstention by Quintin Peacock.
- Karen moved to appoint Quintin as President of the Bloomfield Library Board of Trustees. Ann seconded. The motion passed with one abstention by Quintin Peacock.
- Quintin moved to appoint Ann as the Finance Officer as well as the Vice President of the Bloomfield Library Board of Trustees. Quintin seconded. The motion passed with one abstention by Ann Borgstrom.

**Adjournment:** Meeting adjourned at 8:19 p.m. Motion to adjourn made by Quintin Peacock.

**Upcoming Events:**

School Board Budget Presentation: Tuesday, May 7 from 7:00 p.m.

Library Budget Presentation/Open House: Monday, May 12 from 6:00-8:00 p.m.

Budget Vote: Tuesday, May 21

**Next Meeting:** Monday, April 21 at 6:00 p.m.