

**Bloomfield Public Library
Meeting of the Board of Trustees
Monday, June 16, 2025
6:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 6:02 p.m.
Present: A. Borgstrom, Q. Peacock, K. Steiner, E. Meade
R. Aycock, R Kirsop

Public Comment: Ron Kirsop stated that the library is a wonderful place.

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

Approval of Minutes: Karen moved to approve the May minutes. Ann seconded. The motion passed unanimously.

Treasurer's Report:

- Emily moved to approve the Treasurer's Report for May. Ann seconded. The motion passed unanimously.
- Emily moved to transfer \$25,000 into the Capital Reserve Fund. Quintin seconded. The motion passed unanimously.
- Emily moved to approve the June 2025 budget transfers as presented. Ann seconded. The motion passed unanimously.

Financial Reports:

- For May: \$11,293.91 – expenses; \$3591.04 – deposits.
- Quintin moved to approve the Cash Activity Report for May. Emily seconded. The motion passed unanimously.
- Karen moved to approve the Year-to-Date Report for May. Ann seconded. The motion passed unanimously.

Review of bills to be paid:

- Emily moved to approve payment of the bills (warrants) for June in the amount of \$9,187.40. Quintin seconded. The motion passed unanimously.

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

- Collaborated with Historical Society for *Charlotte's Web* Crafternoon, which was very popular. Also handed out bookmarks at performances.
- Ashley Walters conducted an Intro to Sourdough class – was full
- Summer Reading – Lots of good prizes (Strong Museum, Red Wings game, GeVa, etc.). Kick-off on July 11 at 3:00
- Tabling at Rotary Concert in Elton Park on July 9.

- Received grant from Mary Clark Thompson Foundation to purchase an AED; some funds may be left over for first aid, etc. training.

Committees

Budget and Finance

- No report

Personnel

- Previous Meeting Monday, June 16.
- Manager Contract

Governance

- No report

Facility:

- No report

Planning & Evaluation

- No report

Audit

- No report.

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

Friends of the Library Liaison Report:

- Book sale: \$328.00.
- No report; meeting tonight.

Old Business

- Long Range Planning Update. There are surveys – hard copy and digital (bar code to scan). Interview/Focus Group Questions – Board is being asked to do some of these; they don't have to be precise; just note if you asked a bit of a different question. Complete about a week prior to August meeting.
- Construction Aid: Estimated award amount is \$13,783 (about 42% of our project, which is estimated at \$33,202. Emily moved to confirm that we want to proceed with the project; Ann seconded. The motion passed unanimously.

New Business

- Karen moved to approve the Trustee Vacancy Resolution due to Cydney Badger relocating out of the service area. Emily seconded. The motion passed unanimously.
- Quintin made a motion to approve the Key and Access Policy. Ann seconded. The motion passed unanimously.

- Karen made a motion to approve the Pandemic Response Plan. Quintin seconded. The motion passed unanimously.
- Quintin made a motion to approve the Social Media Policy. Emily seconded. The motion passed unanimously.
- Quintin made a motion to approve the Library Manager Contract. Ann seconded. The motion passed unanimously.
- Quintin made a motion to approve the June RPC with the dates of June 30, 2025 for pay rate changes. Ann seconded. The motion passed unanimously.
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Reminders:

Next Meeting/Annual Meeting: Monday, July 21 at 5:30 p.m.

Retreat: Friday, July 11 from 12:00-3:00 at OWWL (2557 State Route 21, Canandaigua).

Summer Reading Kick-off: Friday, July 11 3:00-5:00

Adjournment: Meeting adjourned at 7:02 p.m. Motion to adjourn made by Quintin.