

**Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, July 21, 2025
5:30 p.m.
MINUTES**

Call to Order: The meeting was called to order at 5:36 p.m.

Present: Q. Peacock, A. Borgstrom, E. Meade K. Steiner, R. Aycock, R. Kirsop

Public Comment: Ron stated that he has been attending our meetings for about a year, and we have improved greatly!

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

Oaths of Office:

>Emily Meade serving a three-year term beginning July 1, 2025, through June 30, 2028; *The certification of election form was signed by Quintin Peacock. Rachael will mail this to the Ontario County Clerk's Office on July 22, 2025. A copy will be kept in the BPL Office.*

>Rachael Aycock serving a three-year, renewable contract as Library Director beginning July 1, 2025, through June 30, 2028. *A copy will be kept in the BPL Office.*

>(Donna Wollshleger serving a one-year appointment as Treasurer beginning July 1, 2025, through June 30, 2026; she is not available today and will take her oath at the next meeting.)

Treasurer Year-End Report: To be reviewed at the August meeting due to the Treasurer's absence.

Election of Officers:

The following officers were elected unanimously:

- President: Quintin Peacock
- Vice President: Emily Meade
- Secretary: Karen Steiner
- Financial Officer: Ann Borgstrom

Whistleblower Statements

- Signed by the board members and given to Rachael.

Conflict of Interest Statements

- Signed by the board members and given to Rachael.

Ethics Statements

- Reviewed by the board members.

Trustee Education Agreement

Reviewed the policy: two hours must be completed each year The training must apply to duties of a trustee; anything in Trustee Academy are acceptable. The completion of trustee education

information should be submitted to board president at the end of each calendar year. Quintin moved that the policy was reviewed and agreed on. Emily seconded. The motion passed unanimously.

Adopt Proposed Budget

Ann made a motion to adopt the 2025-26 budget. Emily seconded. The motion passed unanimously.

Board Meeting Schedule

Quintin made a motion to approve the board meeting schedule for the 2025-26 year as shown below. Karen seconded. The motion passed unanimously.

- August 18
- September 15
- October 20
- November 17
- December 15
- January 26
- February 23
- March 16
- April 20
- May 18
- June 15
- July 20 (annual meeting)

Library Closures/Holiday Calendar 2026

Karen made a motion to approve the holiday closing schedule for the 2026 calendar year as shown below. Ann seconded. Motion passed.

- Monday, January 1 (New Year's Day)
- Monday, January 19 (MLK Day)
- Monday, February 16 (Presidents Day)
- Monday, May 25 (Memorial Day)
- Friday, June 19 (Juneteenth)
- *Friday, July 3: Close at 2:00*
- Saturday, July 4
- Monday, September 7 (Labor Day)
- Monday, October 12 (Columbus Day)
- Wednesday, November 11 (Veterans Day)
- *Wednesday, November 25: Close at 6:00*
- Thursday, November 26 (Thanksgiving)
- Friday, November 27 (Friday after Thanksgiving)
- Thursday, December 24 (Christmas Eve)
- Friday, December 25 (Christmas)
- *Thursday, December 31 (New Year's Eve): Close at 2:00*

Committee Assignments

Quintin made a motion to continue the committees as they are, to be reevaluated at a future meeting, after a new Trustee is in place. Emily seconded. The motion passed unanimously.

Annual Organizational Actions

Karen made a motion to approve the 2025-26 Organizational Actions as presented. Ann seconded. The motion passed unanimously..

Friends Memorandum of Understanding (MOU)

Quintin made a motion to adopt the Friends MOU. Emily seconded. The motion passed unanimously.

ByLaws

Quintin made a motion to add the acknowledge the Bloomfield Public Library ByLaws. Karen seconded. The motion passed unanimously.

Emergency Closing Policy

Emily made a motion to acknowledge the Emergency Closing Policy. Quintin seconded. The motion passed unanimously

Financial Policies

Emily made a motion to review and approve the following financial policies. Ann seconded. The motion passed unanimously

- Procurement
- Online Banking
- Petty Cash
- Bill Pay
- Investment Policy
- Reserve Fund Policy

Facility Plan

Quintin made a motion to adopt the Comprehensive Facility Plan. Ann seconded. The motion passed unanimously

Adjournment: Meeting adjourned 6:30 p.m.. Motion to adjourn made by Quintin.