

**Bloomfield Public Library  
Meeting of the Board of Trustees  
Monday, August 18, 2025  
6:00 p.m.  
MINUTES**

**Call to Order:** The meeting was called to order at 6:07 p.m.

**Present:** Q. Peacock, E. Meade, K. Steiner, M. George, D. Wollschleger, R. Aycock, R. Kirsop

**Public Comment:** No public comment

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

**Approval of Minutes:** Emily moved to approve the July Board Meeting minutes. Quintin seconded. The motion passed unanimously. Emily moved to approve the Annual Board Meeting minutes from July 2025. Quintin seconded. The motion passed unanimously.

**Trustee Appointment:** Quintin moved to appoint Michele George to the position of trustee to fill the term ending June 30, 2028. Emily seconded. The motion passed unanimously. (Michelle will run for permanent election in May 2026.)

**Treasurer Appointment:** Quintin moved to appoint Donna Wollschleger for the position of Treasurer for one year, through June 30, 2026. Emily seconded. The motion passed unanimously

**Oaths of Office:**

>Michele George filling the vacant three-year term beginning August 18, 2025, through June 30, 2028;

>Donna Wollshleger serving a one-year appointment as Treasurer beginning July 1, 2025, through June 30, 2026.

*The oaths were signed. Rachael will mail this to the Ontario County Clerk's Office on August 19, 2025 via certified mail. Copies will be kept in the BPL Office*

**Treasurer's Report:**

- Emily moved to approve the June Treasurer's Report. Quintin seconded. The motion passed unanimously.
- Emily moved to approve the July Treasurer's Report. Michele seconded. The motion passed unanimously.
- Quintin moved to approve the Annual Financial Report for 2024-25. Emily seconded. The motion passed unanimously. (This was submitted on August 13, 2025.)

**Financial Reports:**

- For June: \$9,187.40 – expenses; \$190.15 – deposits.
- For July: \$4,917.21 – expenses; \$1,363.45 – deposits.
- Emily moved to approve the Cash Activity Report for June. Quintin seconded. The motion passed unanimously.
- Michele moved to approve the Cash Activity Report for July. Emily seconded. The motion passed unanimously.
- Quintin moved to approve the Year-to-Date Report for June. Emily seconded. The motion passed unanimously.
- Quintin moved to approve the Year-to-Date Report for July. Michele seconded. The motion passed unanimously.

**Review of bills to be paid:** Karen moved to approve payment of the bills (warrants) for August in the amount of \$11,176.01. Quintin seconded. The motion passed unanimously.

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

- Summer Reading Finale: 33 attendees.
- Lots of outreach this Fall: Elementary School Back-to-School Night (August 27), Ionia Fall Festival (September 20), Trunk-or-Treat at Duvall Farms, and more!
- Working on program guide and quarterly newsletter
- The fence is finished!
- All of the items from the Facilities Plan that needed immediate attention have been addressed!

**Committees**

Karen moved to approve the committee assignments for 2025-26 as shown below. Quintin seconded. The motion passed unanimously.

>**Budget & Finance:** Ann Borgstrom, Quintin Peacock, Karen Steiner

>**Audit:** Michele George, Emily Meade,

>**Personnel:** Michele George, Quintin Peacock, Karen Steiner

>**Governance:** Quintin Peacock, Karen Steiner

>**Facility:** Ann Borgstrom, Michele George, Emily Meade

>**Planning/Evaluation:** Ann Borgstrom, Emily Meade, Quintin Peacock

**Budget and Finance**

- No report

**Personnel**

- No report

**Governance**

- Trustee Orientation for Michele George scheduled for Thursday, September 4 at 3:30.

**Facility**

- No report

#### Planning

- Meeting scheduled for Tuesday, September 9 at 5:30.

#### Audit

- No report

#### Friends Liaison Report

- No report

#### Old Business

- Long Range Planning Update: 242 responses overall; 11 from Bloomfield. Typical comments were about programming (arts & crafts, adult) and space (comfortable seating, more space).
- Friends MOU: Was signed by Friends. Quintin made a motion to accept MOU between the Friends of the Bloomfield Public Library and the Bloomfield Public Library Board of Trustees. Emily seconded. The motion passed unanimously.
- Professional Development Funds: Michele moved to contribute \$1,000 toward Rachael Aycock's participation in Leadership Ontario (if she is accepted). Emily seconded. The motion passed unanimously.

#### New Business

- Emily made a motion to open late (at 12:00) on Thursday, September 4 to accommodate the First Aid and AED Training for Staff. Quintin seconded. The motion passed unanimously.
- Whistleblower, Conflict of Interest, Code of Ethics: Reviewed and signed (as required) by Michele George.
- Quintin made a motion to approve the August RPC. Emily seconded. The motion passed unanimously.
- Quintin made a motion to approve the updated Construction Aid Assurances. Emily seconded. The motion passed unanimously. This was signed by Quintin.
- Quintin made a motion to approve the Programming Policy. Michele seconded. The motion passed unanimously.
- Quintin made a motion to approve the Suspension of Patron Access Policy. Michele seconded. The motion passed unanimously.
- Quintin made a motion to approve the AED Policy. Emily seconded. The motion passed unanimously.
- Quintin made a motion to approve the purchase of three public computers on state contract through the OWWL Library system. Emily seconded. The motion passed unanimously.

**Adjournment:** Meeting adjourned at 7:38 p.m. Motion to adjourn made by Quintin.

#### Reminders

**Next Meeting:** Monday, September 15 at 6:00 p.m.

**Ionia Fall Festival:** Saturday, September 20