

**Bloomfield Public Library
Meeting of the Board of Trustees
Monday, September 15, 2025
6:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 6:08 p.m.

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

Public Comment: No public comment

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

Approval of Minutes: Emily moved to approve the August Board Meeting minutes. Quintin seconded. The motion passed unanimously.

Treasurer's Report:

- Quintin moved to approve the August Treasurer's Report. Ann seconded. The motion passed unanimously.

Financial Reports:

- For August: \$11,176.01 – expenses; \$4,089.42 – deposits.
- Quintin moved to approve the Cash Activity Report for August. Emily seconded. The motion passed unanimously.
- Karen moved to approve the Year-to-Date Report for August. Quintin seconded. The motion passed unanimously.

Review of bills to be paid: Quintin moved to approve payment of the bills (warrants) for September in the amount of \$9,559.73. Ann seconded. The motion passed unanimously.

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

- New Early Explorers program for pre-schoolers.
- Working on programming audit.
- Rachael started Leadership Ontario this month!

Committees

Budget and Finance – Meeting on Tuesday, October 14 at 6:00 (Quintin, Ann, Karen)

- No report

Personnel

- No report

Governance

- No report

Facility

- No report

Planning

- No report

Audit

- No report

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

Friends:

- Helped serve at Lion's Club Spaghetti Dinner
- Will buy candy for Halloween

Old Business

- Long Range Planning Update: Committee met earlier this month to begin the process.

New Business

- Minimum Standards Compliance: Quintin moved that the Bloomfield Public Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Rachael Aycock to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Emily seconded. The motion was passed unanimously.
- Annual Report to the Community: Quintin moved to approve the Annual Report to the Community with edits. Michele seconded. The motion was passed unanimously.
- Financial Oversight and Five-Year Audit Cycle Policy: Karen moved to adopt the Financial Oversight and Five-Year Audit Cycle Policy. Quintin seconded. The motion was passed unanimously.
- Circulation Policy (Fine Forgiveness): Emily moved to approve the Circulation Policy with edits. Michele seconded. The motion was passed unanimously.
- Remote Work Policy: Quintin moved to adopt the Remote Work Policy. Emily seconded. The motion was passed unanimously.
- Handbook Amendment – Remote Work: Quintin made a motion to amend the Employee Handbook with changes to §6.14 Remote Work. Michele seconded. The motion was passed unanimously.
- FY24 Construction Aid Closing: Ann moved to approve the FY 2024 Construction Aid Closing Assurances. Emily seconded. The motion was passed unanimously. The document

was signed by Quintin Peacock. This will be submitted as an attachment to the Construction Aid Close-Out Report for 2024 by Rachael Aycock.

- September 2025 RPC: Karen moved to approve the September 2025 RPC. Ann seconded. The motion was passed unanimously.
- Budget Amendment - Marketing: Quintin moved to approve a budget amendment to increase the marketing budget by \$2,000, to be used at the discretion of the Library Director for purposes including, but not limited to, rebranding initiatives or the purchase of materials to support the Library's existing branding and outreach efforts. This amount will be moved from Fund Balance. Ann seconded. The motion passed unanimously.
- Construction Aid Application: Quintin moved to add sidewalk repair/replacement to meet code and ADA compliance to the Construction Aid Application. Ann seconded. The motion passed unanimously.

Adjournment: Meeting adjourned at 7:41 p.m. Motion to adjourn made by Quintin.

Reminders

Next Meeting: Monday, October 20 at **6:30** p.m.

Ionia Fall Festival: Saturday, September 20

Budget and Finance Meeting: Tuesday, October 14 at 6:00