

**Bloomfield Public Library
Meeting of the Board of Trustees
Monday, January 23, 2026
6:00 p.m.
MINUTES**

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

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

Public Comment: No public comment

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

Approval of Minutes: Michele moved to approve the January Board Meeting minutes. Ann seconded. The motion passed unanimously.

Treasurer's Report:

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

Financial Reports:

- For January: \$8,559.78 – expenses; \$202.58 – deposits.
- Quintin moved to approve the Cash Activity Report for January. Emily seconded. The motion passed unanimously.
- Quintin moved to approve the Year-to-Date Report for January. Michele seconded. The motion passed unanimously.

Review of bills to be paid: Quintin moved to approve payment of the bills (warrants) for February in the amount of \$6,524.63. Emily seconded. The motion passed unanimously.

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

- Most-attended program was Elsa visit.
- Rachael conducted first story hour at YMCA after-school program.
- Launched walking program in conjunction with YMCA, Fleet Feet and Ontario County Public Health.
- Linda starting regular monthly hours at Bloomfield Meadows.
- Rachael attended Advocacy Day with other OWWL participants in Albany; was able to network with other OWWL directors and meet with legislators.
- Rachael working on warming center policy.
- Rachael working on staff pay procedures.
- Rachael selected to participate in an advisory policy on the planning committee for the OWWL System Plan of Service.

Committees

Budget and Finance – (Quintin, Ann, Karen)

- Met on February 11 and February 19. Prepared budget for 2026-27

Personnel (Quintin, Michele, Karen)

- Met on February 19. Reviewed and updated job descriptions; updated employee handbook.

Governance

- No report

Facility (Ann, Emily, Michele)

- Met on February 17. Reviewed long-range plan and discussed next steps.

Planning

- No report

Audit

- No report

Financial Oversight Committee (Karen, Michele).

- Trustee training March 9.

Quintin made a motion to approve the committee reports; Ann seconded. The motion passed unanimously.

Friends:

- Discussed book sale at last meeting.

Old Business

- NYS Retirement Update: Starts on April 1. Zoom meeting next week to review process and paperwork.
- Tax Cap Override filing by March 1, 2026: Ann and Donna plan to process this tomorrow.
- Deferred Compensation Resolution: Quintin made a motion to approve the Bloomfield Public Library's participation in the deferred compensation plan, as shown below. Ann seconded. The motion passed unanimously

WHEREAS, the Bloomfield Public Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for voluntary participation of all eligible employees; and

WHEREAS, the Bloomfield Public Library is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, the Bloomfield Public Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Bloomfield Public Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission, or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.

NOW, THEREFORE, it is hereby:

RESOLVED, that the Bloomfield Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Bloomfield Public Library Board of Trustees are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the 23rd day of February 2026, at a meeting of the Board of Trustees of the Bloomfield Public Library. Resolution signed by Quintin. W-9 signed by Ann.

I hereby certify that the Bloomfield Public Library is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

New Business

- 2026-27 Budget: Quintin made a motion to approve the 2026-27 proposed budget as presented; Michele seconded. The motion passed unanimously.
- 2026 Employee Handbook Updates: Michele made a motion to approve the 2026 Employee Handbook updates; Ann seconded. The motion passed unanimously.

- 2026 Job Descriptions: Quintin made a motion to approve the updated 2026 Job Descriptions with the exception of Treasurer and Library Manager, effective April 1, 2026; Ann seconded. The motion passed unanimously.
- Library Manager Position: Quintin made a motion to make the Library Manager position a salaried, exempt position, effective July 1, 2026. Emily seconded. The motion passed unanimously.
- Public Comment Policy: Quintin made a motion to approve the Public Comment Policy; Michele seconded. The motion passed unanimously.
- Programming Policy: Emily made a motion to approve the Programming Policy; Quintin seconded. The motion passed unanimously.
- Discontinuation of 403b with Canandaigua National Bank: Quintin made a motion to approve the Discontinuation of 403b with Canandaigua National Bank, effective April 1, 2026; Ann seconded. The motion passed unanimously.
- FFRPL Acceptance: Emily made a motion to accept the FFRPL grant in the amount of \$3,392.40; Karen seconded. The motion passed unanimously. Quintin signed the acceptance document.

Adjournment: Meeting adjourned at 7:39 p.m. Motion to adjourn made by Quintin.

Next Meeting: Monday, March 16 at 6:00 p.m.