Bloomfield Public Library
Annual Meeting of the Board of Trustees
Monday, July 22, 2026
5:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 5:05 p.m.

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

Public Comment: No public Comment

Approval of Agenda: Michele moved to approve the agenda for the annual meeting. Quintin seconded. The motion passed unanimously.

Oaths of Office:
>Quintin Peacock serving a three-year term beginning July 1, 2026, through June 30, 2029.
>Michele George serving a **two**-year term beginning July 1, 2026, through June 30, 2028.
> Donna Wollshleger serving a one-year appointment as Treasurer beginning July 1, 2026, through June 30, 2027.
>Rachael Aycock, serving a three-year renewable contract beginning July 1, 2026 through June 30, 2029

>Ann Borgstrom is serving a three-year term beginning July 1, 2026, through June 30, 2029. Ann was absent and will take her oath and sign the paperwork by the end of this week.

> *I, [NAME], do hereby solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of [Trustee][Treasurer] [Director] of the Bloomfield Public Library, according to the best of my abilities.*

The certifications of election and oaths were signed (Quintin's by Rachael; Michele's, Donna's and Rachael's by Quintin).
Rachael will mail these to the Ontario County Clerk's Office on Tuesday and will send Ann's as soon as she receives it. Copies will be kept in the BPL Office.

Treasurer Year-End Report: Quintin moved to approve the Treasurer Year-End Report. Emily seconded. The motion was passed unanimously.

Budget Transfers: Emily moved to approve the following budget transfers, Michele seconded. The motion passed unanimously.

$202 from Social Security A9030.8 to Payroll Expenses 7410.44
$583 from D&O 7410.43 to Retirement Match 9089.8

Election of Officers:
Quintin moved to appoint the following officers. Emily seconded. The motion passed 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. (Ann will sign hers in the near future.)

Conflict of Interest Statements
- Signed by the board members and given to Rachael. (Ann will sign hers in the near future.)

Ethics Statements
- Signed by by the board members and given to Rachael. (Ann will sign hers in the near future.)

Treasurer Agreement: Quintin moved to approve the Treasurer Agreement. Michele seconded. The motion passed unanimously.

Trustee Education Agreement
Reviewed the policy: two hours must be completed each year The training must apply to duties of a trustee; trainings in Trustee Academy are acceptable. The completion of trustee education information should be submitted to board president at the end of each calendar year.

Adopt Proposed Budget
Quintin moved to adopt the 2026-27 budget. Emily seconded. The motion passed unanimously.

Board Meeting Schedule
Quintin moved to approve the board meeting schedule for the 2026-27 year as shown below. Karen seconded. The motion passed unanimously.

-August 17
-September 21
-October 19
-November 16
-December 21
-January 25
-February 22
-March 15
-April 19
-May 17
-June 21
-July 19 (also annual meeting)

Library Closures/Holiday Calendar 2027
Quintin moved to approve the holiday closing schedule for the 2027 calendar year as shown below. Michele seconded. The motion passed unanimously.

- Friday, January 1 (New Year's Day)
- Monday, January 18 (MLK Day)
- Monday, February 15 (Presidents Day)
- Monday, May 31 (Memorial Day)

- Saturday, June 19 (Juneteenth)
- Monday, July 5 (Independence Day observed)
- Monday, September 6 (Labor Day)
- Monday, October 11 (Columbus Day)
- Thursday, November 11 (Veterans Day)
- *Wednesday, November 24: Close at 6:00*
- Thursday, November 25 (Thanksgiving)
- Friday, November 26 (Friday after Thanksgiving)
- Friday, December 24 (Christmas Eve)
- Saturday, December 25 (Christmas)
- *Friday, December 31 (New Year's Eve): Close at 2:00*

Committee Assignments

Quintin moved to approve for the 2026-27 committee membership as follows. Emily 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
>**Financial Oversight**: Michele George, Karen Steiner

Annual Organizational Actions

Emily moved to approve the 2026-27 Organizational Actions as presented. Michele seconded. The motion passed unanimously..

Friends of the Bloomfield Public Library Memorandum of Understanding (MOU)

Quintin moved to adopt the 2026-27 Friends of the Bloomfield Public Library MOU. Emily seconded. The motion passed unanimously
Emily made a motion to authorize Quintin Peacock (Board President) to sign the MOU on behalf of the Board. Michele seconded. The motion passed unanimously..

ByLaws

Karen moved to acknowledge the Bloomfield Public Library ByLaws. Emily seconded. The motion passed unanimously.

Emergency Closing Policy

Quintin moved to acknowledge the Emergency Closing Policy. Michele seconded. The motion passed unanimously

Financial Policies

Quintin moved to review and approve the following financial policies. Emily seconded. The motion passed unanimously

- Procurement
- Online Banking
- Petty Cash

- Bill Pay
- Investment Policy
- Reserve Fund Policy

Facility Plan
Quintin moved to adopt the Comprehensive Facility Plan. Emily seconded. The motion passed unanimously

Adjournment: Meeting adjourned 5:44 p.m. Motion to adjourn made by Quintin.