

**Bloomfield Public Library
Trustees Meeting
Monday, April 22, 2019
7:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 7:02 p.m.
Present: F. Coleman, S. Mitchell, B. Burlingame, M. Hawkins, K. Steiner,
A. Williams, R. Naffziger, M. Prak

Approval of Agenda: Mindy moved to approve the agenda. Sandy seconded. Agenda approved.

Public Comment Period: No public comment.

Approval of March Minutes: Sandy moved to approve the March minutes. Ralph seconded. Minutes approved.

Financial Reports:

- For March: 6,730.89 – expenses, \$387.80 – deposits
- Bill moved to approve the Journal for March. Mindy seconded. Board approved.
- Bill moved to approve the Profit & Loss for March. Mindy seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for April. Ralph seconded. Board approved.

Director's Report: Karen moved to approve the Director's Report. Mindy seconded. Board approved.

- Margo will attend an ARSL (Rural & Small libraries) conference from September 4-7 in Vermont. She has received a scholarship to cover a large portion of it.

Committee Reports

Friends

- Book sale: Set up is done. Can always use donations of books. Bake sale donations are also welcome. Book sale is May 3 & 4. Barbecue is May 5.
- Friends is hosting a welcome reception for Margo on Saturday, May 11 from 11:00 a.m.- 1:00 p.m.

Budget/Finance/Personnel

- 403(b) Retirement Plan: Francis moved that we to adopt the 403(b) Retirement Plan as presented, with Francis being granted proper authority to sign the document. Ralph seconded. Board approved.

Governance/Policy

- No report.

Facility

- Ryan Duvall Lawn and Landscape property maintenance contract: A proposal was submitted for \$6,140, which is an increase of about six percent over last year. Francis moved to give Margo the authority to proceed with the contract, after discussing two concerns with Ryan (landscaping fabric over the weeds, and look into a salt substitute for the sidewalk to avoid etching). We will authorize an increase of \$200, only if necessary. Sandy seconded. Board approved.
- 2018 NYS Construction Grant (interior upgrades): We will receive the grant but do not yet know the amount.
- Generator: no updates.

Long-Range Planning

- We will start this up again a few weeks.

New Ideas

- Acknowledge and thank staff and volunteers. We will ask the Friends to donate a monetary gift or gift card for each employee (clerks and pages) and volunteer (Linda Schroeder)
- Mobile hot spots.
- Uniform hours.
- Posting hours under sign.
- Resource committee (volunteers) to assist with grant writing, recruiting and managing volunteers.

Old Business:

- Vote/Trustee Petitions. Vote is May 21 from 7:00 a.m.–8:00 p.m. in the Middle-High School Back Gallery. Petitions have been submitted by Ellen Fish and Carrie Richardson.

New Business:

- Francis moved that Margo Prak be added to all Bloomfield Public Library Canandaigua National Bank banking accounts, and be the administrator of the accounts. Mindy seconded. Board approved.
- Dissolution of Charter document from Board of Regents appears to have some errors. Refers to us as Association Library and refers to judicial review and approval when getting rid of assets. Ellen Bach (attorney) is looking into this.

Adjournment: Meeting adjourned at 8:22. Motion to adjourn made by Mindy.

Next meeting: Monday, May 20 at 7:00 p.m.