

**Bloomfield Public Library**  
**Trustees Meeting**  
**Monday, June 17, 2019**  
**7:00 p.m.**  
**MINUTES**

**Call to Order:** The meeting was called to order at 7:00 p.m.  
Present: F. Coleman, S. Mitchell, B. Burlingame, M. Hawkins, K. Steiner,  
A. Williams, R. Naffziger, M. Prak.  
Also present: R. Kirsop, C. Richards, E. Fish

**Approval of Agenda:** Ralph moved to approve the agenda. Karen seconded. Agenda approved.

**Public Comment Period:** Our incoming Trustees, whose terms will begin in July, introduced themselves.

**Approval of May Minutes:** Sandy moved to approve the May minutes. Bill seconded. Minutes approved.

**Guest Speaker:** Ron Kirsop. Regarding volunteers: Ron discussed restrictions regarding volunteers (e.g., they cannot replace or augment paid staff/perform the same tasks that paid staff perform). Staff is not allowed to volunteer unless they are doing something substantially different from their job tasks. We could design a volunteer program with specific traditional volunteer tasks. We would need to have policies in place. Some libraries have teen volunteer programs. Some libraries have volunteer programs through their Friends. We would need a volunteer coordinator.

**Planning Committee:** We determined that we would postpone the start until after summer.  
**Grants for Hotspots:** Ron suggested RRLC or Finger Lakes Digital Inclusion Coalition, or possibly Rochester Area Community Foundation.

**Financial Reports:**

- For May: \$4,245.46 – expenses, \$544.30 – deposits
- Ralph moved to approve the Journal for May. Mindy seconded. Board approved.
- Ralph moved to approve the Profit & Loss for May. Mindy seconded. Board approved.
- Fiscal-Year End: still awaiting Frontier & RG&E bills. Should have just under \$110,000 at Fiscal Year End, so we should be fine until we receive the money from the school district.

**Review of bills to be paid:**

- Mindy moved to approve payment of the bills for June. Ralph seconded. Board approved.

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

## **Committee Reports**

### **Friends**

- Friends hosting ice cream social for launch of summer reading program on Thursday, June 27 at 6:30 p.m.
- President (Barbara Gerolami) is moving and thus resigning her position. We discussed seeking more active members.

### **Budget/Finance/Personnel**

- Approval of 2019-20 Budget: Bill moved to approve the 2019-20 proposed budget. Karen seconded. Board approved.

### **Governance/Policy**

- No report.

### **Facility**

- 2018 NYS Construction Grant (interior upgrades): Margo is meeting with the director of the Avon Library to learn about their recent interior renovation.
- Generator project: We originally discussed this when we thought there might be a grant. Currently this is not an urgent need. We have decided to table this discussion until the future, if it looks as though funding might be available.
- Toilets tend to run slowly; one had to be plunged recently. We discussed calling at least two plumbers to check on the situation and provide some feedback about the issue.
- Flag donation: We will install a bracket on the building for a flagpole.
- Parking Lot Sealing: Working on getting additional quotes; no update.

### **Long-Range Planning**

- Postponing until after summer.

## **New Ideas and Discussion**

- Uniform hours: Margo wrote a report. Costs include staffing but not utilities, etc. We could possibly do this as a test run during the census next year.
- Mobile Hotspots: We discussed Margo's report and the we need more information about needs, as well as funding.
- Posting hours under sign: We cannot make changes to the sign, since it was a donation.

## **Old Business:**

- Thank you to Francis Coleman and Ralph Naffziger.
- Certificate of Dissolution: Board of Regents has acknowledged there was an error in the document and will send a new one.

## **New Business:**

- No new business.

**Adjournment:** Meeting adjourned at 8:57. Motion to adjourn made by Ralph.

**Next meeting:** Monday, July 15 at 7:00 p.m. (Annual Meeting)