

**Bloomfield Public Library  
Trustees Meeting  
Monday, May 20, 2019  
7:00 p.m.  
MINUTES**

**Call to Order:** The meeting was called to order at 7:04 p.m.  
Present: F. Coleman, S. Mitchell, B. Burlingame, M. Hawkins, K. Steiner,  
A. Williams, R. Naffziger, M. Prak

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

**Public Comment Period:** No public comment.

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

**Financial Reports:**

- For April: \$18,518.92 – expenses, \$388.30 – deposits
- Mindy moved to approve the Journal for April. Ralph seconded. Board approved.
- Mindy moved to approve the Profit & Loss for April. Ralph seconded. Board approved.
- Sandy moved to transfer \$1,012.59 from the Payroll account to the Unrestricted Fund Balance account; \$20,342.90 from the Operating account to the Unrestricted Fund Balance account; and \$858.47 from the Bill Pay account to the Unrestricted Fund Balance account. Francis seconded. Motion approved. (This is money that was from the municipal library that was transferred to the School District Library but placed in the incorrect accounts.)

**Review of bills to be paid:**

- Mindy moved to approve payment of the bills for May. Francis seconded. Board approved.

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

**Committee Reports**

**Friends**

- Book sale, bake sale revenue was good, but not as good as in the past. Barbecue was successful; we sold out for the first time.
- Ice cream social for launch of summer reading program is Thursday, June 27.
- Friends has donated funds for employee and volunteer recognition. Sandy is purchasing the gift cards.

**Budget/Finance/Personnel**

- 403(b) Retirement Plan- Bill moved that the library adopt the following retirement plan policy: Employees working 1,000 hours or more annually are eligible to participate in a 403(b) retirement plan. The Bloomfield Public Library will contribute approximately

four percent of the employee's salary to the 403(b) retirement fund. Sandy seconded. Board approved.

- Treasurer. We will continue to look for someone and will assess if it is feasible to have a volunteer in the position.
- Second draft of budget was reviewed. We will plan to approve this at the June meeting.

### **Governance/Policy**

- Tobacco Use Policy. Francis moved that we adopt the Tobacco Use Policy. Ralph seconded. Board approved.

### **Facility**

- 2018 NYS Construction Grant (interior upgrades): We will receive the grant but do not yet know the amount; we should know this summer.
- Generator project: no update.
- Grounds Maintenance contract: We have received the contract and need to sign it and send it back. Margo will include a note with a reminder about the fabric cover.
- Flag donation: The American Legion has donated a flag, and Bill has made repairs to the flag pole.
- Parking Lot Sealing: Bill moved that we table the discussion until we get more information about needs, and solicit more quotes. Mindy seconded. Board approved.

### **Long-Range Planning**

- We will start this up again a few weeks. Ron Kirsop will attend out next meeting.

### **New Ideas**

- Uniform hours: no update
- Mobile hot spots: no update
- Posting hours under sign: no update

### **Old Business:**

- Dissolution of Charter: Our attorney is looking into this, and Francis will continue to follow up. She does not expect it to be corrected immediately.

### **New Business:**

- No new business

**Adjournment:** Meeting adjourned at 8:47. Motion to adjourn made by Francis.

**Next meeting:** Monday, June 17 at 7:00 p.m.