

Bloomfield Public Library
Trustees Meeting
Monday, August 19, 2019
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:01 p.m.

Present: S. Mitchell, B. Burlingame, K. Steiner, A. Williams, E. Fish, M. Prak.

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

Public Comment Period: No public comment.

Approval of July Minutes: Bill moved to approve the July minutes. Karen seconded. Minutes approved.

Financial Reports:

- For July: \$15,948.70– expenses, \$378.00 – deposits
- Bill moved to approve the Journal for July. Sandy seconded. Board approved.
- Bill moved to approve the Profit & Loss for July. Sandy seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills for August in the amount of \$3,960.42. Ellen seconded. Board approved.

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

- As of January 2021, trustees are required to have two hours of training annually. PLS will offer training workshops.

Committee Reports

Friends

- The Friends did not meet in August.

Budget/Finance/Personnel

- Treasurer Search: There was one inquiry, but the person was not interested, since it is not a paid position.

Governance/Policy

- Volunteer Policy pending. Are there any examples we can use?

Facility

- Parking Lot Sealing: We received additional and more detailed quotes.

Quote from WNY Sealing & Paving at \$1548 was the least expensive; other jobs they have done look good. Bill moved to proceed with hiring WNY Sealing and Paving to seal the parking lot for the estimated amount of \$1548. Sandy seconded. Board approved.

- 2018 NYS Construction Grant (interior upgrades): We should receive first 90% shortly. We will receive remaining 10% when project is done. This grant covers 75% (or less) of the project.

Long-Range Planning

- Working Long Range Plan approval: Bill moved to approve the Working Long Range Plan as presented. Sandy seconded. Board approved. This will be included with the Application for Library Registration that is being filed with New York State.

New Ideas and Discussion

- Extended staff hours at closing. This is needed to give the clerk enough time to close up. Funding will be re-allocated Bill made a motion to extend the staffing time for one staff member by 15 minutes each time the library closes. Ellen seconded. Board approved. The cost will be about \$1,090 per fiscal year. Funds will be moved from OWWL2Go and Professional Fees into Personnel to cover this.

Old Business

- Mobile Hotspots: No new discussion.

New Business:

- Application for Library Registration. This needs to be submitted to the state within one year of receiving our charter (September 18) in order to legally receive funds. Bill made a motion to submit the resolution indicating that the board approved the application for library registration. Sandy seconded. Board approved. William Burlingame signed the resolution on behalf of the Board of Trustees.
- OverDrive Fiction commitment for OWWL2Go for 2020. Last year we paid \$3,000. Minimum request is \$2,186.00, but based on Bloomfield's percentage of the overall digital circulation, the ideal amount would be \$3,539. Sandy moved to pay PLS \$3,539 toward the OverDrive Fiction for OWWL2Go for 2020. Karen seconded. Board approved.

Adjournment: Meeting adjourned at 8:07. Motion to adjourn made by Bill.

Next meeting: Monday, September 16 at 7:00 p.m.