

Bloomfield Public Library
Trustees Meeting
Monday, July 15, 2019
7:30 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:35 p.m.
Present: S. Mitchell, B. Burlingame, K. Steiner, A. Williams, C. Richards,
E. Fish, M. Prak.

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

Public Comment Period: No public comment.

Approval of June Minutes: Sandy moved to approve the June minutes. Amy seconded. Minutes approved.

Financial Reports:

- For June: \$13,744.56 – expenses, \$333.69 – deposits
- Bill moved to approve the Journal for June. Karen seconded. Board approved.
- Bill moved to approve the Profit & Loss for June. Karen seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills for July in the amount of \$7,283.19. Sandy seconded. Board approved.

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

- Civil Service has notified Margo that the cleaner has now been in the position for one year, and we have to make the decision to keep her as permanent or to terminate her. The decision was made to keep her.
- When building is open (during the hot weather), air conditioner is now being set to 74 degrees Fahrenheit; previously it was set to 76.
- Bill from IRS: Margo has spoken to the accountant, who acknowledged the mistake and will take care of it. Margo will follow up.
- Margo will meet with Think Tank (local government) next Wednesday, July 25.
- There is a large variance between the computer usage that the Bloomfield Public Library records and what PLS records; Margo is going to meet with PLS to determine why there is such a disparity.
- Canandaigua Insurance Agency: Director and Officers Insurance needs to be renewed.
- NYLA Developing Leaders Program: Margo will postpone this for a future date.

Committee Reports

Friends

- Holding off on additional fundraising until closer to the holiday season.

Budget/Finance/Personnel

- We will post the Treasurer position in the *Penny Saver* and inside the library.

Governance/Policy

- No report.

Facility

- 2018 NYS Construction Grant (interior upgrades): We should receive \$30,757 but are still waiting on official approval from the Dormitory Authority. This amount must constitute a maximum of 75 percent of the project. Margo met with the director of the Avon Library to learn about their recent interior renovation; theirs was much larger than ours is expected to be. They installed carpet tiles, which she highly recommends.
- Parking Lot Sealing: We need to get more estimates.
- Refuse Pick-up/Pratt's Disposal: Thank-you letter for donating their services.

Long-Range Planning

- Postponing until after summer.

New Ideas and Discussion

- Uniform hours: Will review when we do the long-range plan.
- Mobile hotspots
- Utilization of volunteers
- Posting library events on Bloomfield NY Community Facebook page, Burbio, Facebook Local (app).

Old Business

- No old business to discuss.

New Business:

- Margo is taking an online Grant Writing course via preservethis.org.
- Board of Trustees – Email address
- Director 2019-20 Goals
- BFP Exempt/Non-Exempt requirements. BFP committee will be looking into this.

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

Next meeting: Monday, August 19 at 7:00 p.m.