

**Bloomfield Public Library  
Trustees Meeting  
Monday, October 21, 2019  
7:00 p.m.  
MINUTES**

**Call to Order:** The meeting was called to order at 7:03 p.m.  
Present: M. Hawkins, S. Mitchell, B. Burlingame, K. Steiner, A. Williams,  
E. Fish, M. Prak.

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

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

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

**Financial Reports:**

- For September: \$11,499.30 – expenses, \$433.70 – deposits
- Karen moved to approve the Journal for September. Mindy seconded. Board approved.
- Karen moved to approve the Profit & Loss for September. Mindy seconded. Board approved.

**Review of bills to be paid:**

- Karen moved to approve payment of the bills for October in the amount of \$8,962.06. Sandy seconded. Board approved.

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

- Bill made a motion to approve funding for another employee (page) to stay until the clerk leaves each day at closing, so that no employee is leaving alone at closing. Sandy seconded. Board approved.
- Safety Inspection took place today. Two lights and an exit sign need to be fixed (they are not coming on automatically when the lights go out, as they should be). Re-inspection will take place in about 30 days.

**Committee Reports**

**Friends**

- Silent Auction Fundraiser: Reception is this Friday, October 25 from 6:00-7:00 p.m. This coincides with National Friends of the Library Week.
- Annual solicitation letter will be going out soon.
- Annual holiday/thank-you reception will take place the first Friday of December.

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

- Treasurer Search: We will wait until our next budget, when we have funding for the position.

### **Governance/Policy**

- Volunteer Policy still needs to be written. Volunteers should go through the Friends. The major concern right now is volunteers for moving items during the renovation. Volunteers should be utilized for special projects or events (not ongoing duties). Minors should have their parent's permission. Staff or Friends will direct/manage volunteers.

### **Facility**

- 2018 NYS Construction Grant (interior upgrades): The first 90 percent (\$30,757) has arrived. We will receive remaining 10% when project is done. The grant covers painting, flooring, new circulation desk, and computer area. We will get bids from contractors soon.

### **Long-Range Planning**

- Meeting with Ron Kirsop scheduled early November.

### **New Ideas and Discussion**

- Community Read

### **Old Business**

- Mobile Hotspots: No new discussion.
- Director Goals: Sent out after the September meeting.

### **New Business:**

- 2020 Holidays
- Board Member Position. Ellen will be away for the winter months. We found out recently that if a board member misses three meetings in a row, he or she can no longer be on the board. Board must vote on a replacement.

**Adjournment:** Meeting adjourned at 8:49. Motion to adjourn made by Karen.

**Next meeting:** Monday, November 18 at 7:00 p.m.