

**Bloomfield Public Library  
Trustees Meeting  
Monday, January 20, 2020  
7:00 p.m.  
MINUTES**

**Call to Order:** The meeting was called to order at 7:01 p.m.  
Present: M. Hawkins, S. Mitchell, B. Burlingame, K. Steiner, A. Williams,  
E. Fish, C. Richards, M. Prak.

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

**Public Comment Period:** No public comment

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

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

- Page position: Interviews completed; will be making an offer soon. Clerk position: Several applications submitted; will be scheduling interviews soon.
- Carey moved to move \$91,130.38 (remaining surplus from the 2018-19 budget year) into the Unreserved Fund for future use. Sandy seconded. Board approved.

**Financial Reports:**

- For December: \$8,493.48 – expenses, \$351.00 - deposits
- Karen moved to approve the Journal for December. Sandy seconded. Board approved.
- Karen moved to approve the Profit & Loss for December. Sandy seconded. Board approved.

**Review of bills to be paid:**

- Sandy moved to approve payment of the bills for January in the amount of \$6,805.18. Ellen seconded. Board approved.

**Committee Reports**

**Friends**

- Will stop taking donations for the book sale until April 1.

**Budget/Finance/Personnel**

- Draft of 2020-21 Budget. Will vote next month.
- Treasurer Search: This will be in the 2020-21 budget, and we hope hire someone in July.

**Governance/Policy**

- Will need to create fund policy.

**Facility**

- 2018 NYS Construction Grant (interior upgrades):

- Messner Flooring is confirmed. Need to select flooring.
- Painting on hold for now.
- Milling pending.
- Electricians on hand for new computer area.
- Discussing methods for moving shelving.

### **Long-Range Planning**

- Board Retreat is postponed.

### **Old Business**

- Board Member Position: Ellen is able to remain on the board.
- Corporate Credit/Debit card for library. Margo has been sent a credit card from the bank.

**Adjournment:** Meeting adjourned at 9:07. Motion to adjourn made by Karen.

**Next meeting:** Monday, February 17 at 7:00 p.m. We may need to change the date based on renovations and attendance/availability.