

Bloomfield Public Library
Trustees Meeting
via GoToMeeting
Wednesday, June 17, 2020
7:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 7:02 p.m.

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

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

Public Comment Period: No public comment

Approval of Minutes: Carey moved to approve the May minutes. Ellen seconded. Minutes approved.

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

- Preparing for Summer reading program
- Staff is coming back to library starting tomorrow; Margo has prepared a schedule so that there are as few staff members in the library at a time as possible.
- PLS has limited the number of items on hold to seven. Holds must be picked up at the owning library.

Financial Reports:

- For May: \$20,706.39 – expenses, \$0 - deposits
- Carey moved to approve the Journal for May. Bill seconded. Board approved.
- Carey moved to approve the Profit & Loss for May. Bill seconded. Board approved.

Review of bills to be paid:

- Sandy moved to approve payment of the bills for June in the amount of \$23,460.28. Bill seconded. Board approved.
- Payment of bills approved orally by Mindy Hawkins, Bill Burlingame, Carey Richards, Karen Steiner, and Ellen Fish.

Committees

Friends Liaison

- Friends cleaned out shed this past weekend. Removed some books that are unlikely to sell at a book sale in order to make room for library discards.

Budget/Finance/Personnel

- 2020-21 Budget and Trustee Vote: Budget passed. Melinda Hawkins and Sandra Mitchell were re-elected as trustees.

Governance: Bill made a motion to approve the following policies and plans as discussed. Ellen seconded. Board approved:

- Contact Tracing Policy
- Contactless Checkout Plan
- Emergency Disaster Plan
- Emergency Closing Policy
- Employee Health Screening Policy
- Incident Report Form
- PPE Policy
- Quarantining Library Materials Plan
- Working Remotely Policy
- Reopening Plan

Facility

- 2018 NYS Construction Grant (interior upgrades):
 - > Desk has been installed; flooring has been installed; wiring for computer stations, fax and phone has been done; electrical has been done.
 - > Things now need to be put back in place, and computers need to be set up.

Planning

- This is currently on hold.

New Business

- Slate of Officers for 2020-2021 Board of Trustees: Will follow up before the July meeting.
 - > President
 - > Vice President
 - > Secretary
 - > Financial Officer

Adjournment: Meeting adjourned at 8:42. Motion to adjourn made by Karen.

Next meeting: Annual Meeting: July 20, 2020 at 7:00 p.m.
July Meeting: July 20, 2020 at 7:30 p.m.