

**Bloomfield Public Library**  
**Trustees Meeting**  
**via GoToMeeting**  
**Wednesday, May 27, 2020**  
**6:30 p.m.**  
**MINUTES**

**Call to Order:** The meeting was called to order at 6:34 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. Amy seconded. Agenda approved.

**Public Comment Period:** No public comment

**Approval of Minutes:** Carey moved to approve the April minutes. Sandy seconded. Minutes approved.

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

- More than 900 registrations for digital cards system-wide. There will be a charge for these after June 30.
- Programs and events going on via Facebook
- Staff has more work to do now that they are planning for re-opening and renovations.
- Re-opening: Stage 4. This actually works out well, with the renovations. Hope to do curbside service. Margo has been in touch with the two closest libraries – Victor-Farmington and Wood.
- Re-opening: Our main concern is liability; we don't want someone to become sick and have it traced back to the library.

**Financial Reports:**

- For April: \$1,565.42 – expenses, \$0 - deposits
- Sandy moved to approve the Journal for April. Bill seconded. Board approved.
- Sandy moved to approve the Profit & Loss for April. Bill seconded. Board approved.

**Review of bills to be paid:**

- Sandy moved to approve payment of the bills for May in the amount of \$12,092.35. Bill seconded. Board approved.
- Payment of bills approved orally by Mindy Hawkins, Bill Burlingame, Carey Richards, Karen Steiner, and Ellen Fish.

**Committees**

Friends Liaison

- No meeting this month

### Budget/Finance/Personnel

- 2020-21 Budget: Margo is getting pricing for PPEs that we will need to purchase but has not made any adjustments to the budget yet. Some budget information has been updated on the website.

### Governance

- Library Closure Policy
- Policies Related to Reopening the Library: Pending

### Facility

- 2018 NYS Construction Grant (interior upgrades): Circulation desk has been removed, and we are almost ready to have the new one installed. Wiring needs to be run first, as well as some painting in the area. The new desk can most likely be installed next week, followed by the countertop. There is a meeting tomorrow with the flooring person to figure out which part can be installed first, and that may begin June 9.
- Margo has received a status report in the mail that she needs to respond to; she is checking with Ron Kirsop. The original completion date was June 30; we filed for an extension previously.

### Planning

- This is currently on hold.

### **Old Business**

#### Personnel During Library Closure

- Staff seems eager to return to the library. Clerks have been working close to their normal hours. When they do return, the hours may be different temporarily due to the renovation and assessing how social distancing and curbside service will operate
- Bill moved that we will pay all personnel for the amount of time typically scheduled during a work week through June 30, 2020. We will review the policy again at the June Board Meeting. Karen seconded. Board approved.

**Adjournment:** Meeting adjourned at 7:42. Motion to adjourn made by Mindy.

**Next meeting:** Tentatively scheduled via GoToMeeting for Wednesday, June 17 at 7:00 p.m.