

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, December 16, 2024
6:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 6:01 p.m.
Present: C. Badger, A. Borgstrom, Q. Peacock, K. Steiner, R. Aycock,
D. Wollschleger, R Kirsop

Public Comment: No public comment

Approval of Agenda: Quintin moved to approve the agenda. Ann seconded. Agenda approved.

Approval of Minutes: Quintin moved to approve the November minutes. Ann seconded. Motion approved.

Treasurer's Report:

- Quintin made a motion to approve the Treasurer's Report for November. Ann seconded. Board approved.

Financial Reports:

- For November: \$3,408.00 – expenses, \$322,871.10 – deposits.
- Karen moved to approve the Cash Activity Report for November. Cydney seconded. Board approved.
- Karen moved to approve the Year-to-Date Report for November. Ann seconded. Board approved.
- Quintin made a motion to move \$25,000 of the grant money received to the capital reserve as replenishment for the money spent; Ann seconded. Board approved.

Review of bills to be paid:

- Karen moved to approve payment of the bills (warrants) for December in the amount of \$5,380.63. Ann seconded. Board approved.

Director's Report: Cydney moved to approve the Director's Report. Ann seconded. Director's Report approved.

- "Let the Library Be Your Resolution" campaign.
- Walking Challenge, Learn to Use Libby
- Working on MLK Celebration with possible speaker
- Attended craft fair and tree lighting; good outreach.
- Staff completed training on AI in Libraries.
- Drinking fountain work in late January/early February
- ServPro working on repairs from water damage late last week. Will need additional repairs to walls.

Committees

Friends of the Library Liaison Report:

- Friends Open Meeting is scheduled for March 10, 2025.
- Fundraiser currently taking place.
- Will supply refreshments for Santa visit on December 19.
- Holiday decorations will be removed January 4.

Budget and Finance

- Previous meeting: Monday, December 16
- Next meeting: Wednesday, January 8 at 6:00 p.m.

Personnel

- Meeting scheduled for Monday, January 13 at 5:00 p.m.

Governance

- No report

Facility: Quintin moved to approve the Facility Committee Report; Karen seconded. Board approved.

- Window film glass windows for work room: Rachael is purchasing a couple in small quantity to try out.
- Drinking fountain work scheduled for late January/early February
- Commercial building inspection: Working on scheduling.
- Repairs/replacement/updates for 2025-26: parking lot, insulation, sprinkler system, renovation of interior space (privacy, modernization), replacement of library equipment/furniture.
- Maintenance log is being worked on. Need maintenance checklist and schedule.
- Next steps for space; how else can it be used? Work with architect.
- ADA checklist for existing facilities.
- Application deadline for grant is May 30.
- January 28, 2025 State Aid for Library Construction meeting.

Planning & Evaluation

- No report

Old Business

- Investment Policy: Karen moved to approve the Investment Policy. Cydney seconded. Board approved.
- Personnel Committee – Budget/Benefit Recommendations:
 - Cydney made a motion to increase the hours for the full-time library assistant from 30 hours per week to 37.5 hours per week, effective 1/1/2025. Quintin seconded. Board approved.
 - Quintin moved that full-time staff will be paid for all holidays that the library is closed, effective 1/1/2025. Ann seconded. Board approved.
 - Quintin moved that part-time staff will be paid for holidays that the library is closed if they are normally scheduled to work that day (for the hours they are scheduled to work), effective 1/1/2025. Ann seconded. Board approved.

- Karen moved that the full-time library assistant will receive the following vacation time: 2 weeks of vacation per calendar year for 0-2 years in the position, 3 weeks of vacation for 2-3 years in the position, 4 weeks of vacation time for years 4-10, any years over 10, 5 weeks of vacation; in addition, sick time will be accrued at one hour per every 30 hours worked; in addition, paid Bereavement Leave: 2 days annually for immediate family, aunts, uncles; as started for all full-time employees in the Employee Handbook. Ann seconded. Board approved.
- Karen moved that 5 Personal Days will be removed from the job description for the Library Manager and replaced with an additional 5 days of vacation time, for total of 2 weeks of vacation per calendar year for 0-2 years in the position, 3 weeks of vacation for 2-3 years in the position, 4 weeks of vacation time for years 4-10, and any years over 10, 5 weeks of vacation, effective 01/01/25. Cydney seconded. Board approved.
- Karen moved that part-time staff will be eligible to accrue vacation time at a rate of .02 hours for every hour worked, effective 1/1/2025. Ann seconded. Board approved.

New Business

- December Personnel Change Report: Karen made a motion to approve the December Personnel Change Report; Cydney seconded. Board approved.
- Internet Use Policy: Quintin made a motion to approve the Internet Use Policy; Ann seconded. Board approved.
- Whistleblower Policy: Karen made a motion to approve the Whistleblower Policy; Quintin seconded. Board approved.
- Resolution to Override Tax Cap: Cydney made a motion to pass a Resolution to Override the Tax Cap; Quintin seconded. Board approved. (Resolution signed by Cydney.)
- Trustee Education Assurances – Signatures (due by 12/31/2024).

Adjournment: Meeting adjourned at 7:51 p.m. Motion to adjourn made by Cydney.

Next Meeting: Monday, January 13 at 6:00 p.m.