

**Bloomfield Public Library**  
**Meeting of the Board of Trustees**  
**Monday, October 20, 2025**  
**6:30 p.m.**  
**MINUTES**

**Call to Order:** The meeting was called to order at 6:31 p.m.

**Present:** A. Borgstrom, M. George, E. Meade, K. Steiner, R. Aycock, D. Wollschleger

**Public Comment:** No public comment

**Approval of Agenda:** Ann moved to approve the agenda. Michele seconded. The motion passed unanimously.

**Approval of Minutes:** Michele moved to approve the September Board Meeting minutes. Ann seconded. The motion passed unanimously.

**Treasurer's Report:**

- Michele moved to approve the September Treasurer's Report. Ann seconded. The motion passed unanimously.

**Financial Reports:**

- For September: \$9,559.73 – expenses; \$423.59 – deposits.
- Ann moved to approve the Cash Activity Report for September. Michele seconded. The motion passed unanimously.
- Michele moved to approve the Year-to-Date Report for September. Ann seconded. The motion passed unanimously.

**Review of bills to be paid:** Karen moved to approve payment of the bills (warrants) for October in the amount of \$12,361.59. Michele seconded. The motion passed unanimously.

**Director's Report:** Emily moved to approve the Director's Report. Karen seconded. The motion passed unanimously.

- Close to 100 people visited the booth during the Ionia Fall Festival, including State Senator Pam Helming, who encouraged us to reach out to have her visit the library
- New attendees have been coming to adult programs.
- Open rates for emails (newsletters) have been good.
- Big Truck program planned
- Attending Trunk-or-Treat. Pumpkin Parade on Oct. 30. Handing out candy from lobby on Halloween
- Both new staff have started: Teen Clerk, Substitute.
- New computers arrived (three public computers).
- Baker & Taylor seems to be ceasing operations; starting to work with another vendor that other OWWL libraries use.

## **Committees**

Budget and Finance – Meeting on Thursday, October 23 at 6:30 (Quintin, Ann, Karen)

- No report

Personnel

- No report

Governance

- No report

Facility

- No report

Planning – Meeting on Monday, November 3 at 5:30.

- No report

Audit

- No report

## **Friends:**

- Highlighted in NYLA Friends Publication
- Will provide cider and donuts for pumpkin parade
- Will provide candy for Halloween

## **Old Business**

- Long-Range Planning Update: Facilities; Community Engagement and Collaboration.
- Financial Oversight: Emily moved to appoint Michele and Karen to a Temporary Financial Oversight and Audit Cycle Policy Committee (Year One – Financial Policy Review), charged with reviewing all financial policies, comparing them to OSC best practices, and submitting a report with recommended updates to the Board. Ann seconded. The motion was passed unanimously.
- Construction Aid 2024 Update: Amendment will be filed, since amount was different than originally anticipated.
- Construction Aid 2026 Update: Was not able to submit a quote in time for allocation of newly available additional funds.

## **New Business**

- Snow Removal Contract: Emily moved that the Bloomfield Public Library Board of Trustees acknowledge that the Snow and Ice Management Contract dated September 29, 2025 with Wyatt Conklin Lawn Maintenance was initially entered into with indemnification terms that placed disproportionate liability on the Library. The Board further affirms its support for the Library Director's efforts to negotiate revised indemnification language through the proposed Addendum, which has since been accepted and signed by the vendor. The Board expresses its appreciation for Wyatt Conklin Lawn Maintenance's willingness to

work collaboratively with the Library and authorizes the Director to proceed with the Snow and Ice Management Contract as amended. Michele seconded. The motion was unanimously.

- Disposal of Property: Ann moved to approve the disposal of property. Michele seconded. The motion was passed unanimously.
- OWWL Award/Annual Meeting: Wednesday, November 12. (Tour at 4:15; Refreshments at 5:00; Awards presentation at 5:30.)
- October RPC: Michele moved to approve the October Personnel Change Report. Emily seconded. The motion was passed unanimously.
- Branded Items Purchase: Michele moved to approve the purchase of branded items as discussed. Ann seconded. The motion was passed unanimously.
- Library Furnishings: Emily made a motion to approve the purchase of tables, chairs, and desks for the library for an amount of up to \$6,000. The motion was passed unanimously.
- Budget Transfer: Emily made a motion to move \$3,000 from Building Maintenance to Equipment for the purchase of furniture. Ann seconded. The motion was passed unanimously.
- **Adjournment:** Meeting adjourned at 7:47 p.m. Motion to adjourn made by Emily.

#### Reminders

Pumpkin Parade: October 30, 2025

Elevated Communicator Book Discussion: November 15, 2025 at 9:00 a.m.

**Next Meeting:** Monday, November 17 at 6:00 p.m.