

Bloomfield Public Library
Meeting of the Board of Trustees
Monday, December 15, 2025
6:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 6:08 p.m.

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

Public Comment: No public comment

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

Approval of Minutes: Michele moved to approve the November Board Meeting minutes. Quintin seconded. The motion passed unanimously.

Treasurer's Report:

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

Financial Reports:

- For November: \$3,631.00 – expenses; \$326,700.70 – deposits.
- Quintin moved to approve the Cash Activity Report for November. Emily seconded. The motion passed unanimously.
- Karen moved to approve the Year-to-Date Report for November. Michele seconded. The motion passed unanimously.

Review of bills to be paid: Quintin moved to approve payment of the bills (warrants) for December in the amount of \$12,876.74. Ann seconded. The motion passed unanimously.

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

- About 80 people stopped at table during Xmas Tree lighting event at the fire hall; gave away books, activity books, tree craft kits
- First teen craft night coming up.
- Rachael attended Ontario County Consortium meeting and for Partnership for Ontario County Meeting. Coming up on December 16 at school: consortium of local organizational leaders to discuss community problems and solutions.
- Bloomfield Rotary presented us with a donation of two literacy kits for the Library of Things (presented at a special evening story time on December 11).
- Santa visiting tomorrow evening.
- Reach Out Read On Initiative starting in January, at Bloomfield Meadows

- OWWL Booklet Awards: Emily: Programmer of Year; Rachael: Leadership award.
- Received grant from OWWL to increase accessibility of children's room.

Committees

Budget and Finance – Last met on December 2 (Quintin, Ann, Karen)

- Working on 2026-27 budget; will discuss wages (to incorporate) at next meeting
- Next meeting: After Personnel meeting – Wednesday, January 21 at 6:00
- Following Meeting – Wednesday, February 11 (tentative)

Personnel (Quintin, Michele, Karen)

- Needs to meet for Director Evaluation and to discuss wages: Wednesday, January 14 at 6:00 p.m.

Governance

- No report

Facility

- No report

Planning – Last met on December 9.

- Finalized long-range plan; ready for approval.

Audit

- No report

Financial Oversight Committee

- No report

Michele made a motion to approve the committee reports; Emily seconded. The motion passed unanimously.

Friends:

Quintin moved to accept the Friends Liaison Report. Ann seconded. The motion passed unanimously.

- Will provide cookies and milk for Santa visit on December 16
- Fundraising campaign is ongoing.
- Staff gifts; dessert for staff potluck.

Old Business

- Michele moved to approve the Long Range Plan. Ann seconded. The motion passed unanimously.
- Fence Quotes: Waiting for third quote; will discuss at next meeting.

New Business

- **New York State Retirement Participation Resolution:** Quintin made a motion to approve the the resolution to join the New York State Retirement system, effective January 6, 2026 or as soon as possible thereafter. Emily seconded. The motion passed unanimously. Quintin signed the resolution.
- **Investment:** Quintin moved to have the treasurer transfer \$100,000 from fund balance into a seven-month CD (Certificate of Deposit) at an interest rate of 3.8 percent through Canandaigua National Bank, effective December 16, 2025.
- **Disposal of Property:** Quintin moved to approve the disposal of the black storage cabinet and two tables, which will be offered at no cost to other libraries. Emily seconded. The motion passed unanimously.
- **Branding Policy:** Michele moved to approve the Branding Policy. Ann seconded. The motion passed unanimously.
- **Professional Development Policy:** Quintin moved to approve the Professional Development Policy. Ann seconded. The motion passed unanimously.
- **Freedom to Read Act:** The Bloomfield Public Library Board acknowledged support of the Freedom to Read Act.
- **Early Closure on December 23 for Staff Meeting:** Karen moved to approve early closure of the library at 5:30 on December 23 for a staff meeting. Ann seconded. The motion passed unanimously.
- **Trustee Education Assurances:** Need to be completed by December 31.
- **Resolution to Override the Property Tax Levy Cap:** Quintin made a motion to adopt the resolution to override the property tax levy cap. Ann seconded. The motion passed unanimously. Quintin signed the resolution.
- Quintin made a motion to pay any bills that are required to be paid prior to the next board meeting, which takes place on January 26, 2026. Emily seconded. The motion passed unanimously.

Adjournment: Meeting adjourned at 7:42 p.m. Motion to adjourn made by Quintin.

Reminders

Next Meeting: Monday, January 26 at 6:00 p.m.