

**Bloomfield Public Library
Meeting of the Board of Trustees
Monday, March 16, 2026
6:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 6:05 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: Quintin moved to approve the agenda. Ann seconded. The motion passed unanimously.

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

Treasurer's Report:

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

Financial Reports:

- For February: \$6,524.63 – expenses; \$1,658.77 – deposits.
- Quintin moved to approve the Cash Activity Report for February. Ann seconded. The motion passed unanimously.
- Quintin moved to approve the Year-to-Date Report for February. Emily seconded. The motion passed unanimously.

Review of bills to be paid: Emily moved to approve payment of the bills (warrants) for March in the amount of \$2,453.22. Quintin seconded. The motion passed unanimously.

Director's Report: Quintin moved to approve the Director's Report. Michele seconded. The motion passed unanimously.

- Most attended February program was Heirloom Seeds.
- Partnering with Rotary for Easter Egg Hunt on April 4.
- Series of Financial Literacy Workshops coming up.
- How to Hire a Contractor coming up.
- UR Mobile vision clinic coming up.

Committees

Budget and Finance – (Quintin, Ann, Karen)

- No report

- Meeting on Monday, May 4 at 6:00 to prepare for Budget Presentation.

Personnel (Quintin, Michele, Karen)

- No report

Governance

- No report

Facility (Ann, Emily, Michele)

- No report. Meeting next week.

Planning

- No report

Audit

- No report

Financial Oversight Committee (Karen, Michele).

- Attended training on March 9 (along with Rachael)
- Meeting on Thursday, April 9 at 6:30 p.m.

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

Friends:

- Minutes from February were shared. Meeting again next week.

Old Business

- New York State Retirement Workday Resolution: Karen made the following motion:

Be it resolved that the Bloomfield Public Library (location code 51538) hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement Systems based on the time keeping system or the record of activities maintained and submitted by the members to the clerk of this body:

- Library Manager – Full Time: 7.5 hours per day
- Library Assistant – Full Time: 7.5 hours per day
- Part-time Library Clerk: 6 hours per day
- Part-time Library Clerk Substitute: 6 hours per day
- Library Aide – Part Time: 6 hours per day
- Cleaner – Part Time: 6 hours per day
- Treasurer – Part Time: 6 hours per day

On this 16th day of March, 2026:

As clerk of the governing board of the Bloomfield Public Library of the State of New York, I do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 16th day of March, 2026, on file as part the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of five members, and that all five members were present at such meeting, and that all five such members voted in favor of the resolution.

Resolution was signed by Karen Steiner, Secretary. Quintin seconded. The motion passed unanimously.

- 403(b) Dissolution Resolution: Quintin moved that the Board of Directors of Bloomfield Public Library, by unanimous written action adopt the following resolutions:

Whereas, the Employer wishes to terminate the Bloomfield Public Library 403(b) Plan hereinafter called the “Plan”; and

Now, therefore, be it resolved, that said Plan be and hereby is terminated as of April 1, 2026; and

Further resolved, that the assets of said Plan be distributed to the Participants in the Plan in accordance with their interest; and

Further resolved, that the Employer adopts the amendment to the plan effective as of April 1, 2026.

Further resolved, that the officers of the Employer be and are hereby authorized and directed to execute all documents necessary to effectuate the termination of the Plan and to do all acts that are necessary to effect the termination of the Plan.

Ann seconded. The motion passed unanimously.

New Business

- 2026-27 Budget Public/Legal Notice as presented: Quintin made a motion to approve the 2026-27 Budget Public/Legal Notice; Michele seconded. The motion passed unanimously.
- 2026-27 Budget Fact Sheet: Quintin made a motion to approve the 2026-27 Budget Fact Sheet with edits as discussed; Ann seconded. The motion passed unanimously.
- 2026-27 Budget Presentation: Quintin made a motion to approve the date for the 2026-27 Budget Presentation for Tuesday, May 12 from 6:00-7:30; Ann seconded. The motion passed unanimously.
- Collection Development Policy: Quintin made a motion to approve the Collection Development Policy; Emily seconded. The motion passed unanimously.
- March 2026 RPC: Quintin made a motion to approve the March 2026 RPC; Ann seconded. The motion passed unanimously.
- Community Partner Survey: Emily made a motion to approve the Community Partner Survey with changes as discussed; Ann seconded. The motion passed unanimously.

- Professional Development Day Closure: Karen made a motion to approve the closure of the library for Staff Professional Development Day on Thursday, April 2; Michele seconded. The motion passed unanimously.

Adjournment: Meeting adjourned at 7:22 p.m. Motion to adjourn made by Quintin.

Next Meeting: Monday, April 20 at 6:00 p.m.

Other Upcoming Events: BOE Budget Meeting: May 6, 2026
Budget Presentation: Tuesday, May 12 from 6:00-7:30
Budget Vote: May 19, 2026
(Petitions due to Kristin Warren by April 20 at 5:00 p.m.)