

Bradford Public Library

April 12, 2018 Board Meeting Minutes

Members present: Larry Coffin, Bud Haas, Laura Lornitzo, Pam Johnson, Anna Slack, Gail Trede, Monique Priestley, Betsy Kane, Brad Johnston

Called to order at 6:35 PM

1. 6:35-6:36 Review of March meeting minutes, motion made to accept by Pam, seconded by Larry.
2. 6:36-6:40 Treasurer's Report
  - a. Betsy will thank Annual Appeal donors in the May newsletter.
  - b. Review of Operating Report.
  - c. Insurance questions: Erin Odell was unable to make this meeting but has a list of our questions that she will get back to us on.

Motion made by Monique to accept the treasurer's report, seconded by Pam.

3. 6:40 – 6:50 Librarian's Report
  - a. Gail summarized her trip to Washington. A write-up will appear in the Journal Opinion.
  - b. Story hour article to be published in Bridge Weekly soon.
  - c. Gail spoke to Cindy Hall. Kids will be here for the May 19<sup>th</sup> clean up community day.

Motion made by Monique to accept the Librarian's Report, seconded by Bud.

4. 6:50 – 7:00 Library Director
  - a. Debra will retire at the end of May.
  - b. Gail remains very committed to moving the library forward.
  - c. Holly has volunteered to pick up more hours to get us through.
  - d. Gail knows the director role intimately because of working closely with Debra over the years. She is confident in her ability to take over the director role.
  - e. Bud expressed an interest in developing an official job description for this role and passed out an example to the board. Gail has been working on a version of this as well. Board agrees to adopt an official job description.
  - f. Gail is in the library science program at UVM right now, which makes this a great time for her to take on this role, as she has access to a variety of valuable resources.
  - g. Larry suggested a subcommittee to spearhead the development of this job description. Betsy, Monique, Laura, and Pam volunteered. Betsy will chair this subcommittee.

## 5. Accessibility Committee Update

- a. Recent meeting with reps from Department of Agriculture and architect, after which Tony emailed latest floor plan revision to the board.
  - i. Phase I: handicap ramp and basement bathroom reno this summer/winter.
  - ii. Phase 2: lift to main floor
  - iii. \$200-\$250K estimated budget; \$30K from Vermont Arts Council (requires 50% match), \$50K from Dept of Agriculture, and \$50K tax credits
  - iv. Bud feels optimistic that this is do-able with some major fundraising.
  - v. In the grant application, we are stating that we are advertising services to anyone indisposed/unable to get to the library (delivery services). We have always provided this service. Gail will ensure that our literature states this.
  - vi. The balcony and attic discussion is tabled for now. The lift will be extendable in theory, and as future funds become available we might be able to access the 3<sup>rd</sup> floor.
- b. Need another contractor to place a bid for the grant.
- c. Question raised about a mop sink in the basement; Tony already aware.
- d. Gail is concerned about summer time construction. Timing for ramp would most likely be mid-August to September. Summer reading programs are twice a week. Bud said heavy construction will not occur during summer as, according to grant stipulations, we can't pay an invoice dated prior to September 1<sup>st</sup>.
- e. Circulation desk issue – will probably be in phase 2 of the project, as it relates to the upstairs space.
- f. \$52,000 towards this from town of Bradford that was originally slated for the roof.

## 6. Committee Reports

- a. Fundraising – Memorial Day
  - i. Unanimous agreement not to do the plant and book sale.
  - ii. Discussion about a coin drop: Laura will inquire about this, get the proper permissions, figure out a good weekend. Fire Department might have coin drop signs and collection bags we could borrow.
- b. Grants – Vermont Arts Council
  - i. Bud needs short biography from a few board members and has asked various other boards and organizations to write letters of endorsement for us.
- c. Technology
  - i. Monique has emailed FairPoint 3 times since the last meeting and has gotten no response. She will now loop in their PR person to try to get some answers.
- d. Buildings & Grounds
  - i. Lights need to come down from the tree. Larry will see to this.
  - ii. Mezzanine railings – Bud thinks we should talk to Meg Campbell from Preservation Trust.
- e. Other

- i. Betsy and Larry met recently to discuss the language of the current brochure. They are proposing 2 different brochures – one informational/PR, one historical/tourism. Betsy passed out a handout with the language for the informational one.
- ii. Gail thinks the historical brochure would be very useful to have in time for summer.
- iii. Betsy expressed interest in digging through the store room upstairs. Bud says the contents of the room are aging improperly. She got the board's permission to enlist the help of non-board members.

Motion to adjourn made by Monique, seconded by all.

Next scheduled meeting is May 10<sup>th</sup>, 2018 at 6:30 PM.

Submitted by Laura Lornitzo