

**Bradford Public Library**  
**Bradford, VT 05033**  
**BPL Board of Trustees Meeting Minutes**  
**December 14, 2017**

**In Attendance: Year**

Tony Brainerd 2018  
Larry Coffin 2019  
Dotti Unkles 2020  
Monique Priestley 2018  
Pam Johnson 2020  
Betsy Kane 2020  
Brad Johnston 2019  
Debra Tinkham Library Director  
Dee Chamberlain Town Representative  
Shirley Conrad Trustee Emerita  
Angela Conrad-Schlager 2018

**Absent:**

Bud Haas 2019'  
Laura Lornitzo Town Representative  
Gail Trede Library Co-Director (on duty)  
Pete Richards Trustee Emeritum  
Eris Eastman Trustee Emerita

The meeting was called to order at 6:35 pm by President, Tony Brainerd.

**Minutes:** Larry Coffin motioned to accept the November minutes. Pam seconded. The motion was approved .

**Treasurer's Report (Bud):** Bud is out of town, but sent report to all electronically. Tony has deposits from annual appeal and checks are still coming in. Larry Coffin motioned to accept the budget report. Pam seconded. Motion was approved.

**Librarian Report** The report was emailed to all. Brad moved it be accepted, Larry seconded. Debra thanked Dee for decorating the Christmas tree, and Larry and Tony for decorating the outdoor tree.

**President's Report:** The date for Annual Meeting and election of Trustees is Jan 11<sup>th</sup> at 630 PM., followed by the regular monthly meeting. Tony will talk to Angela about this.

**2018 Budget (Tony, Bud, Debra):**

**Fundraising:** The Giving Fair was great. Holly and Monique did so much work. We earned 303.00 cash, which was handed in to Tony for deposit. They had necklaces that Holly made, knitted hats, photo books by Kathy Davidow, cards and t-shirts. Good opportunity to get exposure to the public.

**Annual appeal:** No updates, except money coming in.

**Accessibility Grant Update (Larry, Bud, Tony):** Tony sent out an email saying we would have to spend approximately 50,000.00 to have the construction plans completed prior to proceeding further with the State grant process. A motion was made to table the handicap accessible Lula lift. Motion was made by Brad and seconded by Larry.

Jill Michaels contract has been terminated. . She did not bill us for November. We paid her under \$3,000., most of which we expect to get back from remaining grant funds.. We need to have a town hearing since the town municipality owns the grants. A warning was published n the Journal Opinion last week for public comment on our withdrawal from the grant. Once that is okayed we can request reimbursement for some of the funds paid to Jill. Brad suggested maybe we could have volunteers, if we know ahead of time, that someone needs assistance for a library visit.

**Technology:** Monique contacted Spectrum. There are two offers with internet and phone 74.98 per month for 2 year price. or 59./mo for just internet, no phone. We can use our own router and pay 150.00 one time fee to purchase an Apple router that could be programmed to prevent large downloads such as movies. . This would prevent large downloads such as movies. Fiber optics are 400-500/month. We have 12 mps per second and Fairpoint could increase it to 15, but Spectrum would 60mps and less expensive by combining the phone service.. Brad made a motion we change our service to Spectrum for internet and phone before December 19<sup>th</sup>. Monique will do. Larry seconded.

### **Building and Grounds (Tony, Debra, Larry):**

January 6<sup>th</sup> is the day Valley Floors will redo the floors They arrive 8am, so need as many people as possible to assist in moving furniture on **Friday, the 5th**. Valley Floors gave Tony the name of someone who can do carpet cleaning for the downstairs room, the mezzanine and the rug in the reading room, which will be done on **Monday. 1/8/18**. We could ask Copeland (Tim) to see if they have someone who could help move the bigger pieces. The floor will take 24 to walk on with socks so closed on Tuesday and Wednesday. Larry suggested being closed Tues and Wed and reassemble Wednesday afternoon/night. Valley Floors said to **buy felt pads for under furniture**. Monique will contact *Riverbend* about assisting with moving furniture.

Pam mentioned recycling for next year. Here is the 2018 list:

Dottie Jan.  
Larry Feb.  
Tony Mar.  
Diane April  
Shirley May  
Pam June  
Bradford July  
Laura is August  
Angela September  
Monique Oct  
Betsy Nov  
Bud December

Tony said we still have money from the town, plus other resources, for accessibility ramp to the downstairs North entrance and an accessible bathroom downstairs, plus improvements to the first floor bathroom. We could use more shelving downstairs. There is an existing ramp but it may need a new railing. We'd have to have architectural construction plans prepared. Bradford said he'd ask for bids, but Tony mentioned we have existing plans, which could be modified. Larry asked if we needed to contact Mrs. Burns, since she has already donated towards the full project. Tony thought it would be good to let her know we have changed our plans, but still being done for accessibility. Bill Craig, an architect that Brad knows, will be contacted by Bra about the plans. He is now in Philadelphia, but maybe he is coming up. Tony would like to work towards getting this much of the accessibility project done if possible. Larry

made a motion and Shirley seconded. Larry will contact Mrs. Burns once we know what we're going to complete. Tony will ask what it will cost for plans and Brad will ask Bill.

Adjourned at 7:30 PM

Respectfully submitted by Diane Chamberlain