

Bradford Public Library
Bradford, VT 05033
**BPL Board of Trustees Meeting Minutes
February 8, 2018**

Those Present:

Bud Haas	2019
Larry Coffin	2021
Angela Conrad-Schlager	2021
Gail Trede	Library Co-Director
Pam Johnson	2020
Tony Brainerd	2021
Brad Johnston	2019
Monique Priestley	2019
Betsy Kane	2020
Dotti Unkles	2020
Shirley Conrad	Trustee Emerita
Laura Lornitzo	Town Representative

Those Absent:

Eris Eastman	Trustee Emerita
Dee Chamberlain	Town Representative
Pete Richards	Trustee Emeritum

Guest: Anna Slack (anna.c.slack@gmail.com); potential Town Representative for the BPL Board

The meeting was called to order at 6:30 pm by President, Tony Brainerd.

M. Priestley motioned, P. Johnson seconded, a motion to approve the minutes of January 11, 2018. Motion approved.

Treasurer's Report:

- A monthly operating report was provided via e-mail along with Treasurer's notes.
- BPL staff have received W-2's for 2017
- VCF-2017 distribution income reinvested at VCF; BPL \$6018 and Hyde Fund \$800 (funds are available)
- Maintenance Anonymous Expenditure January 2018=\$1312.08
- Maintenance Anonymous Balance: \$11,248 (In operating Fund \$6248 and in Annual Appeal \$5000).

M. Priestley motioned, P. Johnson seconded, a motion to approve the Treasurer's Report. Motion approved.

Librarian's Report:

- A monthly operating report was provided via e-mail
- Elementary School 2nd graders added art to the reading room; from a book called the Spider Weaver
- Lots of items are on display through the library
- Dean Whitlock presentation is coming up and much anticipated
- Tax representatives have been very busy at BPL
- Pre-School program coming in, Gail is looking for nuts and bolts for a project
- Elementary kids are coming in on Friday's for the Winter Program
- Young Makers Club; Thursday, 2/22 making circuitry
- Busy all of the time for various programs
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M. Priestley motioned, P. Johnson seconded, a motion to approve the Librarian's report. Motion approved.

Accessibility Update: on 1/31/18 some BPL Board members were able to attend a meeting with an architect. D. Chamberlain sent minutes of the meeting. The Librarians have provided a "wish list." T. Brainerd sent notes to BPL members of information regarding architects/Board members ideas. The minutes and notes are attached:

**Bradford Library Special Meeting for Renovation Planning
January 31, 2018 10-11:30AM**

Attending: Black River Design Architects Andrew Larosa and Jay Ancel
Library members: Tony, Bud, Debra, Bradford, Dee, Larry

We came together to discuss building upgrades without doing the full renovations with a left as originally intended. Brainstormed possible ideas including the following:

1. Ramp outside to inside of cement/brick. We'd need push button auto door opener as well. Handrail would be wise. The interior existing ramp downstairs should be fine.

Side note: Bradford suggested someday doing a lift where the existing stairwell now exists. Dee asked about possibly getting a less expensive lift than the Lula, but it's still not a feasible project at this time.

2. We toured the building beginning with the front desk. Brad will be submitting ideas for a new desk, but we asked for suggestions for the area directing behind that desk. The existing bookshelves behind the library to the exterior wall can be removed, while leaving support for the mezzanine in place. Another desk could

go back there. The area to the right of the alarm system could be closed in with supply cupboards, but the thermostat and alarm should be left exposed.

3. Dee had suggested moving the door to the office back and making an access to the bathroom on the wall behind the door. They agreed to that. The existing door to the bathroom would now be a closed off solid wall. This would have a changing table within the bathroom, as would the new bathroom down in the children's area.
4. Went to the basement to access the existing bathroom area and how it could be modified to be accessible for access to wheelchairs, strollers, etc. Dee suggested leaving that area and putting the new bathroom on the wall to the left of the current exit to the ally. That door is simply a fire exit and not used by folks entering the library. It would be about 7'x7' in the corner. This would free up the area where the current bathroom and closet exist. Debra said they would like to have a refrigerator and stove or cooktop back in that area. It was suggested they be behind a closed door so that children would not have access to the appliances while unattended. The existing kitchen sink and cupboard would be moved and improved upon.
5. The main priority would be getting #1 done this year. If funding is available it would be nice to get all of the above done at once.

They will draw up new plans and we can bid it out or work with them to find contractors. We might consider HP Cummings or Dan Smith and Jason. Once plans and rough estimates are submitted we will determine the next course of action. Peter Smejkal, who owns and operates Merkur Construction LLC, of So. Burlington was mentioned as a cost estimator.

- Bud is looking into completing a grant (Preparing your Cultural Facilities Grant) Due May 1, 2018. Bud will need help to prepare and complete the grant application. B. Kane has volunteered to help.
- B. Johnston has inquired with a carpenter about making a front desk for the library. He will continue to inquire.

Fundraising Committee:

- Will there be a BPL Plant Sale during the Memorial Day weekend? If it brings in enough money then it may be worthwhile to advertise and get people to donate. P. Johnson has a lot of plants that need to be thinned if someone is willing to help. Start putting something on the list serve? Who would be available all day Friday and part of Saturday of Memorial Day weekend? The Conservation Commission did not want to compete and asked in advance about the possibility

of a sale. Time and effort is necessary! Monique wondered if Riverbend Diversified Ag. would be willing to dig up plants?

- Still have Don and Jenn show gifts (Monique/Dotti) that we could use to benefit BPL. Monique will work on scheduling an event.
- \$74 came from Hannaford donations

Technology: Monique tried to get Charter but they did not respond. She talked to Fairpoint to get a higher speed. There are a few options with Fairpoint. Can have 2 networks (one for public/one for librarians). Cost for updated network and new router/modem is approximately \$75. Monique will ask Fairpoint for a completed invoice and answers to our questions.

Pete Richards has been moved to Atkinson House in Newbury, VT. BPL members can stop by to visit him.

Annual Appeal Update: As of \$17,744 (minus the \$5000) anonymous donation. Send out a letter "Not too Late" to close out the 17-18 Annual Appeal.

- Approximately 20 new donators for the annual appeal
- Larry was wondering if we are reaching out to all of the new people in town; is there a better way to let people know about the BPL Annual Appeal
- Gail says, we need to update the library brochure for people to have when visiting the library
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M. Priestley motioned, L. Coffin seconded, a motion to adjourn at 7:30 PM. Motion approved.

The next scheduled BPL meeting is Thursday, March 8, 2018 at 6:30 pm.

Respectfully submitted by,
Angela Conrad-Schlager