

Bradford Public Library
Bradford, VT 05033
**BPL Board of Trustees Meeting Minutes
January 11, 2018**

Those Present:

Bud Haas	2019
Larry Coffin	2021
Angela Conrad-Schlager	2021
Debra Tinkham	Library Co-Director
Gail Trede	Library Co-Director
Pam Johnson	2020
Tony Brainerd	2021
Brad Johnston	2019
Monique Priestley	2019
Betsy Kane	2020
Dotti Unkles	2020

Those Absent:

Eris Eastman	Trustee Emerita
Dee Chamberlain	Town Representative
Laura Lornitzo	Town Representative
Shirley Conrad	Trustee Emerita
Pete Richards	Trustee Emeritum

The meeting was called to order at 6:44 pm by President, Tony Brainerd.

Bud Haas mentioned that there will need to find a new Treasurer within the next year. It would be a good idea to get this transition under way. L. Coffin suggests that Bud consult with a bookkeeper to see what the costs of hiring a bookkeeper would be.

B. Johnston motioned, D. Unkles seconded a motion to re-elect the current Board of Directors' existing officers for the 2018 year. Motion approved.

Election of BPL Officers 2018:

President: Tony Brainerd

Vice President: Dee Chamberlain

Treasurer: Bud Haas

Recording Secretary: Angela Conrad-Schlager

Corresponding Secretary: Larry Coffin

M. Priestley motioned, B. Kane seconded a motion to approve the minutes of December 14, 2017. Motion approved.

Treasurer's Report:

- A monthly operating report was provided via e-mail along with Treasurer's notes.
- Annual Appeal traditionally carries through March, and put into the restricted fund and gets used for the 2018 operating year
- Annual Appeal to date is \$15,692 (\$5,000 anonymous donation for maintenance) Budgeted amount is \$15,000
- Fundraising: 2 events
- VCF 2017: We have 2 endowments, receive \$5000 a year for the past 7 years. Frances Hyde Fund has provided \$800 a year beginning in 2015. 2017 BPL did not need to take the \$5000 in distribution and was able to reinvest it.
- Grants generated \$1500
- Major Donations: Separate account for children's books (\$1300), now a separate item for the snack fund on operating Budget report
- For the anonymous \$5000 Betsy will make mention in the next BPL newsletter expressing thanks and stating what money has been used for.
- Research fund line item has \$940.76

L. Coffin 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
- The Reading Room has been spruced up and looks beautiful! Carpets downstairs, in the balcony and in the entry way were shampooed.
- STEAM is happening; a children's program of BES kids coming on Fridays

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

Accessibility Update: Tony and Bud went to the Select Board for a public hearing; Caitlyn got all paperwork completed and in by the deadline. Will pay her for her work if/when a cost is determined. At last meeting BPL Trustees voted in favor of getting reports/bids from architects for the downstairs ramp, etc.

Technology: Monique has been trying to connect with Charter. There is a need to get higher speed internet at BPL. Keep the router that BPL currently has.

Building and Grounds:

- Floor in reading room has been resurfaced
- Carpets have been shampooed
- What are the furniture needs? Debra suggests taking an inventory of what BPL has and what the needs/wishes are; reach out to Copeland's to see if there is anything that they can replicate or make to suit needs. Extend an invitation to come up and look at the library's furniture and ideas for things that will be built
- Front desk needs to be renovated and more user friendly (no room to have 2 people working there); perhaps contact Oakes Brothers who could create a drawing for a new plan. B. Johnston will follow up on the front desk project and reach out to Oakes Bros.

Hopefully the downstairs renovation will begin this year to get the ramp constructed, the bathroom handicap accessible and other renovations. Debra requested that she and Gail have the opportunity to provide input at the Co-Directors working in the library and what they utilitarian needs are. In the renovations also leaving the opportunity for future renovations.

M. Priestley motioned, L. Coffin seconded, a motion to adjourn at 7:49 PM. Motion approved.

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

Respectfully submitted by,
Angela Conrad-Schlager