

Bradford Public Library  
Bradford, VT 05033  
**BPL Board of Trustees Meeting Minutes  
January 12, 2017**

Those who were present:

Angela Conrad-Schlager

Tony Brainerd

Debra Tinkham

Dotti Unkles

Pam Johnson

Brad Johnston

Emma Gibbs

Shelly Blodgett

Bud Haas

Larry Coffin

Shirley Conrad

Pete Richards

Pam Johnson

Monique Priestley

Year:

2018

2018

Library Director

2017

2017

2019

Town Representative

2017

2019

2019

Trustee Emerita

2020

2020

2018

Those not present:

Eris Eastman

Gail Trede

Trustee Emerita

Children's Librarian

The meeting was called to order at 6:49 pm by President, Tony Brainerd.

L. Coffin motioned, P. Johnson seconded a motion to move the slate of elected positions with the current elected Board members for the 2017 year. Motion approved.

**Elected Positions:**

- ☐ President: Tony Brainerd
- ☐ Vice President: Pete Richards
- ☐ Treasurer: Bud Haas
- ☐ Secretary: Angela Conrad-Schlager
- ☐ Corresponding Secretary: Larry Coffin

B. Haas motioned, B. Johnston seconded, a motion to approve the December 8, 2016 minutes with the amendments. Motion approved.

Treasurer's Report:

- ☐ A monthly operating report was provided via e-mail

- There was an anonymous \$10,000 donation made and the money is to go towards maintenance.
- As of this writing, the Annual Appeal stands at \$18,574.00. Without the \$10k it would fall about \$800 short of the 2016 budget goal. The Fundraising total of \$4,013 is about \$5,400 short of the 2016 goal. Even so, we ended up with an Operating Fund balance \$4,200 greater than we began the year with.

**This is because:**

- We did *not* pre-buy heating oil in 2016 for this 16-17 winter. We still have about \$300 credit left over from the 15-16 pre-buy (it is probably gone by now, today or tomorrow with a fill-up), so we will be using the funds in the 2017 budget to purchase oil from now 'til spring, and if necessary use some of the fund balance to pre-buy heating oil this summer, if that is called for.
- We have run a tight ship, and have been frugal with telephone, Internet, supplies, maintenance, and new equipment. Thanks to the Librarians for that.
- Our two endowments with the VCF continue to provide a good return, some \$1,200 over budget.
- We did not spend all of the Collection Development (books etc) funds allocated for 2016. I have agreed with Debra that those funds would be available from the fund balance for use during 2017, such that we may overspend the 2017 Collection Development line item by about \$500.
- Our general donations, which includes copying donations and late book donations, etc, came in some \$200 over the projected \$2,000 for the year.
- Our "Restricted" or reserved funds balances continue to increase or remain level, i.e. Memorial Funds at \$11,000 and three other reserve accounts at \$1,000 each. The Makers Club balance is \$3024. Also, our Research Fund, to cover genealogy and the microfilm machine stands at \$924, after repair of said machine.

If you would like any of the other reports for the specific funds, please let me know and I can send a PDF. I will have a paper copy at the meeting.

B. Johnston motioned, S. Blodgett seconded, a motion to approve the Treasurer's Report. Motion approved.

**Librarian's Report:**

- A monthly operating report was provided via e-mail
- E. Gibbs will be hosting a second Yoga session at the Library in February
- There are sometimes issues with getting people to programs; there may be an attempt to carpool to different programs
- The first Friday VSAC comes in to provide financial advice for students looking for higher education and funding
- Book Discussion; most likely for the Fall 2017
- Young Makers Club; try to do something both February and April vacations and plan out the summer

B. Johnston motioned, P. Richards seconded, a motion to approve the Librarian's report. Motion approved.

**UPDATE on the Accessibility Grant:**

- Met with the architect and a person from the Historic Trust to discuss current plans for becoming ADA compliant.
- BPL cannot change the roof shape/structure
- Need an egress area which is difficult (fire escape issue)
- Still waiting to hear back from the experts and the people who are able to approve changes to the building
- We need a rundown of cost estimates for the schematic drawing that was given to BPL for making changes install a lift
- L. Coffin asked if those who surveyed were able to determine the boundary lines for creating a safe way for someone who is wheel chair bound to be able to safely access the door downstairs. There is some confusion where the boundary lines are and how far BPL can extend a walk way out.
- The current approximation of cost for this project is \$400,000-\$800,000; where would BPL get that money?
- Debra suggested may hire someone who can go after grants on BPL's behalf; Kaitlyn who has been working on this project has also worked in fundraising.
- Using the 3<sup>rd</sup> floor appears to be the wish of many but the challenge would be to meet the Fire Codes and mandates.

**Reminder about Recycling!** Larry will bring BPL recycling for February, Tony for March, Emma for April, and Shirley for May, Pam for June, Brad for July, Shelly for August, Angela for September, Monique for October, Shelly/Tony for November, Bud for December.

**Fundraising Committee:** Bud sent a copy of what each event brought money for BPL to Shelly. Shelly wanted to discuss what BPL can do for fundraising as we have a large amount budgeted but we are not close to meeting that amount. B. Haas filled out a form at the CO-OP to get people to donate to BPL. B. Haas suggested that there are number of restaurants around and could we ask for an evening dedicated to BPL. Collection at Hannaford as well. L. Coffin said if we can take the same amount of time spent on organizing smaller fundraisers and devote it toward finding an extra 25 donors for the Annual Appeal; invite them for a presentation.

Fundraising Committee needs to look at scheduling a meeting. Shelly will send out an e-mail to people to see what their availability is.

Annual appeal numbers are up over 80. Bud is working on a report.

L. Coffin motioned, M. Priestley seconded, a motion to adjourn at 7:43 PM. Motion approved.

The next scheduled BPL meeting is Thursday, February 9, 2017 at 6:30 pm.

Respectfully submitted by,

Angela Conrad-Schlager