

Bradford Public Library  
Bradford, VT 05033  
**BPL Board of Trustees Meeting Minutes**  
**July 20, 2017**

Those who were present:

Angela Conrad-Schlager	Year: 2018
Tony Brainerd	2018
Pam Johnson	2020
Bud Haas	2019
Shirley Conrad	Trustee Emerita
Laura Lornitzo	Town Representative
Dee Chamberlain	Town Representative
Betsy Kane	2020

Those not present:

Eris Eastman	Trustee Emerita
Pete Richards	Trustee Emeritum
Debra Tinkham	Library Director
Gail Trede	Children's Librarian
Larry Coffin	2019
Dotti Unkles	2020
Brad Johnston	2019
Monique Priestley	2018

The meeting was called to order at 6:38 pm by President, Tony Brainerd. No quorum present.

As Pete is likely not able to attend meetings, we need a Vice President. Dee Chamberlain is as VP. B. Haas motioned, P. Johnson motioned, all voted in favor. Pete will become a Trustee Emeritum.

**June Minutes correction;** Dotti and Pam will volunteer with fundraising when available, not they will head fundraising. In another line "The President of the Trust" should be "The Preservation Trust." P. Johnson motioned, B. Haas seconded, that the June 2017 minutes be accepted as revised. All voted in favor.

Treasurer's Report:

- A monthly operating report was provided via e-mail along with Treasurer's notes.
- Oil change possible; Irving was contacted, came and inspected the tank and said that there were a few issues that were not mentioned by any other companies.

BPL may end up trying to use the gentlemen from Woodsville or another company.

- Utilities, Fuel, Heating Line: \$1,500 is what BPL paid in the Spring 2017 for oil as BPL did not pre-buy as had been done in the past.
- 2016-17 Annual Appeal (106 donors and \$20,571 generated)
- Priscilla Mertens Thompson passed away and her estate provided BPL as a memorial donation designation. BPL received \$300 in her memory. L. Coffin will write the Thank You notes.<sup>5</sup>
- Donations at the circulation desk: \$297
- Masonry payments to Giroux as of 6/30/17: \$31,290, plus side work repair of \$450
- Vermont Community Foundation 2017 maximum distribution or reinvestment; BPL \$6018 and Hyde \$800

D. Chamberlain 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 from the Library Director
- Both Debra and Gail were unable to attend but the July report was read to the Board
- The Inter Library Loan system has been outdated and somewhat cumbersome. Just got new software called Clover that will be more automatic and hopefully more streamlined and modernized.
- Free lunches are being offered.
- Dee asked the question about the possibility of having a monthly newsletter for BPL. Tony will broach the subject with Debra. Betsy said that she would be willing to assist if the creation of the newsletter happens.

B. Haas motioned, D. Chamberlain seconded, a motion to approve the Librarian's report. Motion approved.

#### **Accessibility Grant Update:**

- Bud sent out a copy of the communication/proposal from Jill Michaels (familiar with the town and Bradford) as BPL's consultant which estimates that she will need to be paid \$15,000 to help fulfill this raising of money for this project.
- Larry, Tony and Bud met with a representative from the Preservation Trust; ultimately understanding that there was not going to be approval to go the 3<sup>rd</sup> floor. In agreement to go from the bottom (basement) floor to the 2<sup>nd</sup> floor balcony with a lift. This decreases the cost of the project by approximately \$200,000. If things/opinions were to change in the future there would be an ability to extend the lift to the 3<sup>rd</sup> floor by adding a dormer to the roof.

- BPL needs to raise \$250,000-\$350,000 to complete this project to make BPL ADA compliant and fulfill the needs/requirements of the Accessibility Grant.
- Katelyn wrote to several people with a request for proposals; only got 2 responses (Molly and Jill).
- Katelyn has agreed to write up a contract between BPL and the person who will be hired for fundraising of the ADA project.

P. Johnson motioned, S. Conrad seconded, a motion that BPL should hire Jill Michaels as the fundraising consultant to make BPL ADA compliant and produce a contract with her and authorize the BPL President to sign the contract. All voted in favor.

**Reminder about Recycling! Please recycle when you are assigned to. Thank you!**

- Laura assigned August
- Angela assigned September
- Monique assigned October
- Tony assigned November
- Bud assigned December

**Fundraising:**

- Angela will be the Chair for the Fundraising Committee and will begin to pursue possible fundraising options. If any of the Trustees have ideas please pass them along to Angela.
- Scheduling a 2017-18 Annual Appeal meeting: People who are interested (Laura, Dee, Tony, Pam, Betsey, Shirley). Angela will e-mail to interested Board members possible meeting dates. Angela has a draft letter ready for review and feedback.
  - Dee and Angela will share ideas for generating a letter to people encouraging them to leave money to BPL in their estates
- Lap for the Library; potential dates (9/16 or 9/23/17). 9/23/17 chosen and Bud added to the Bradford Community Calendar. Paperwork will be filled out
- Scheduling a Fundraising Committee meeting; Angela will send an e-mail to all and schedule a time to meet. If anyone has any ideas about fundraising please send them to Angela.
  - Are there any raffles that BPL wants to host in the Fall
  - Angela spoke with Hannaford and they are happy to have a donation center for one month that goes to BPL.
  - Angela contacting the Colatina for a donation night. (September/October)

**Grants/Technology:**

- Microfilm machine gets a lot of use; the servicing company is no longer going to service and the current machine's manufacturer cannot service. New ones are approximately \$10,000. It is a highly used machine. Will BPL continue this service when the machine brakes? There are many thoughts on the subject but will wait until the machine breaks.

**Building and Grounds:**

- Laura has the picnic table (in parts; not put together) for the North Lawn of BPL. BPL patrons can sit outside. Can someone put the table together? Laura used the BPL Amazon Smile page to purchase it. Tony will grab it and determine who/when to the picnic table together.

**Old Business:**

- Angela and Tony will communicate with Debra and Gail about scheduling times to meet to discuss Job descriptions for both and well as solicit details from both as to what they do in their positions.

B. Haas motioned, P. Johnson seconded, a motion to adjourn at 8:09 PM. Motion approved.

The next scheduled BPL meeting is Thursday, August 10, 2017 at 6:30 pm.

Respectfully submitted by,  
Angela Conrad-Schlager