

Bradford Public Library

Bradford, VT 05033

BPL Board of Trustees Meeting Minutes

March 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 |
| Anna Slack | Town Representative |
| Dee Chamberlain | Town Representative |
| Shirley Conrad | Trustee Emerita |

Those Absent:

| | |
|-------------------|---------------------|
| Eris Eastman | Trustee Emerita |
| Monique Priestley | 2019 |
| Betsy Kane | 2020 |
| Dotti Unkles | 2020 |
| Laura Lornitzo | Town Representative |
| Pete Richards | Trustee Emeritum |

The meeting was called to order at 6:32 pm by President, Tony Brainerd.

B. Johnston motioned, P. Johnson seconded, a motion to approve the minutes February 8, 2018 with the word change of directing to *directly*. Motion approved.

Anna Slack is officially a BPL Board member, approved by the Bradford Select Board. Welcome Anna!

Treasurer's Report:

- A monthly operating report was provided via e-mail along with Treasurer's notes.
- Will be getting a check from the Bradford Town for approximately \$16,000 for the months of January-March
- 2018 distribution from VTCF was about \$1600.
- 2017-18 Annual Appeal: 122 donors (up from last year). There were four \$1,000 donations.
- Normally the credit card bill is paid in the same month as the expenses are incurred; since the Town Treasurer has not sent the Library a check yet for

January or February, I put off paying the cc bill, knowing that we would get a check around the 10th of March for \$14,250. I have shown the "deferred income" and the credit card amounts, which were outstanding on February 28. The cc bill has been paid on March 1.

- The 2018 Distribution from our VCF endowment has been issued and reinvested in our endowment. Both the 2017 and 2018 distributions are available when we need them, by form request on the VCF website.
- The (17-18) Annual Appeal income balance stands at \$13,265. after deducting the \$5000 Anonymous Maintenance funds. The \$5000 remains in the Restricted Fund under its own account.
- The AA balance comes from 122 donors, 18 more donors and \$2634 more than 16-17 AA. The average or mean donation is \$108.78. However the median amount is \$50.
- This means that there are 61 donors giving \$50 or less.
- Here is a breakdown of the number of donors giving \$100 or more:

| | |
|---------|-----------|
| \$100 | 27 donors |
| 100-199 | 3 |
| 200 | 5 |
| 250 | 2 |
| 500 | 2 |
| 750 | 1 |
| 1000 | 4 |

- The Annual Appeal has to be an on-going event for the Board and Staff. We need to mention it to friends and patrons, and make of note of potential donors to be added in the fall to the "ask" list. It is the easiest and most efficient way to raise funds.
- We received \$1400 from the Planning Grant towards Jill Michaels expenses. The funds have been placed in the Capital Restoration Fund.
- To date, we have used 1217.7 gals of heating oil this winter, at a cost of \$2991.12, of which \$2043.07 is from the 2018 budget. This includes a delivery on February 28.

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

Librarian's Report:

- A monthly operating report was provided via e-mail
- Tax Preparation is going very well; patrons have come to expect the services and it is a great service for community members
- Desire to replenish card catalogue with seeds for patrons to use to begin their gardens
- Farm and Garden reading series is happening; sponsored by the VT Humanities Council

- Town wide display of poetry on town Businesses; April is poetry month and Bradford residents and 3rd graders at BPL are encouraged to participate
- Simply Neighbors is a Ladies knitting group
- Family Literacy night; popular and an outreach for families with young children (18 families this far)
- People are coming March 27th between 9-12 to ensure that the proper work has been done for the furnace (annual boiler inspector-Hartford Steam Boiler Inspection)
- Oxbow Community Day: May 17th; kids are willing to come over and wash the windows. Also suggested to rake the area where the picnic table will be placed and wipe down the picnic table. We will need a few BPL Board members to be present. Tony will likely be here.
- Gail has a few things that she needs to advertise; Possibly use the balance of Larry's account. Katherine Paterson (Author of Counting on Grace) is coming as part of the VT Reads and VT Humanities Council for 2018.

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

Presentation By Holly Young: A movie, *Its Criminal*, that is going to be shared at the BA on Thursday, April 5, 2018. With Dartmouth professors as well as 2 formerly incarcerated women; all incarcerated due to the opiate crisis. The documentary addresses issues of privilege and injustice. Fundraising is still happening; in need of another \$200.

Accessibility Update:

- The Preservation Trust of VT: they will not give their blessing to any changes to BPL unless a lift to the first floor is incorporated into the plans.
- Tony is hoping to at minimum get the ramp completed this year
- New plans/or current plans need to be amended that includes a lift; means changed to the kitchen, ADA bathroom would be smaller
- Trying to get Black River Designs to create new plans that include a lift
- Lisa Ryan works at the Preservation Trust; she is aware of people who are willing to help fundraise and work on grants to benefit the renovations for BPL

Bud is also working to get a \$30,000 grant through the VT Arts Council; Cultural Facilities grant. Do not want to miss any opportunities as this grant is due by May 1, 2018

D. Chamberlain motioned, L. Coffin seconded, a motion to authorize Black River to move forward with making ***construction*** drawings for the BPL ramp and entrance, and ***conceptual*** drawings for all other renovations to meet the requirements of the Accessibility Grants, as well as the demands of the Preservation Trust of VT. Motion approved.

B. Johnston spoke to the topic of renovations for BPL: Wants to make sure that the BPL building maintains its beauty and architectural integrity when we are making decisions about renovations. The library as well as other preserved buildings are positive influences for the aesthetics of the town of Bradford.

Fundraising Committee:

- Will there be a BPL Plant Sale during the Memorial Day weekend?
- ***ANGELA will Schedule a fundraising meeting***

Technology: There is one computer that needs to be repaired; tony says Paul Rivers will be coming to pick it up and get to it quickly

Buildings and Grounds:

- Mezzanine Railings fail to meet the regulations height; BPL will need to meet the requirements, which also need approval by the Preservation Trust of VT. B. Johnston will pursue this issue and contact architects who may be able to help.
- B. Johnston meet with librarians for information about what their needs are for the front desk. He met with a carpenter who provided an estimate of \$8,790. Brad is also thinking of getting another estimate and/or creating detailed plans for the desk renovation. Will also need to be approved by the Preservation Trust of VT.

Betsy and Larry met to create pamphlets for people; one for the public and one for people who come to the library. Pamphlets will provided up to date information about BPL. Maybe have the HACTC DIMA class print the pamphlets.

L. Coffin motioned, D. Chamberlain, seconded, a motion to adjourn at 7:53 PM. Motion approved.

The next scheduled BPL meeting is Thursday, April 12, 2018 at 6:30 pm.

Respectfully submitted by,
Angela Conrad-Schlager