

Bradford Public Library
Bradford, VT 05033
**BPL Board of Trustees Meeting Minutes
May 10, 2018**

Those Present:

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

Those Absent:

| | |
|----------------|---------------------|
| Eris Eastman | Trustee Emerita |
| Shirley Conrad | Trustee Emerita |
| Pete Richards | Trustee Emeritum |
| Anna Slack | Town Representative |

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 April 12, 2018. Motion approved.

Treasurer's Report:

- A monthly operating report was provided via e-mail along with Treasurer's notes.
- VCF 2017 distribution income reinvested at VCF; BPL \$6018 and Hyde \$800 (funds are available)
- VCF 2018 distribution income reinvested at VCF; BPL \$6126 and Hyde \$817.60 (funds are available)
- Maintenance Anonymous balance in Operating Fund \$5437
- Maintenance Anonymous balance in Restricted Funds \$5000
- 990 IRS Form; Bud completed and sent a PDF to every Board member to read and review in case there were any questions

- Salary is listed differently to explain the differences in expenses for the 2017 year

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

Library Director's Report:

- A monthly operating report was provided via e-mail
- Oxbow community day May 17th; need Board members here to assist (beginning at 8 am-10am) Tony, Betsy, Brad and Pam will be at BPL to meet the students. Students will help with cleaning windows, putting screens in windows, raking outside, etc.
- Angela, Oden and Arden will plant the planters outside of the library
- Another grant from the Children's Literacy Foundation which will add to the summer program
- Katherine Paterson is presenting at the BA on May 31st; a huge event that will draw a lot of people from the state
- Jean Carlan is offering a math tutoring on Thursday nights; Carlan family has donated a large amount of materials for BPL
- A change in the schedule for July; to be closed Wednesday and Thursday July 4th and 5th
- 4-Part Book discussion is doing well

B. Johnston motioned, P. Johnson seconded, a motion to approve the Library Director's report. Motion approved.

Job Description for the Library Director:

- Betsy, Pam, Gail and Laura were able to meet and organize a document that reflects multiple sources of information and consultation with the Library staff
- There is a question if FINANCIAL RESPONSIBILITIES may change as Bud transfers from the Treasurer position.
 - In the donation box there is a need for a 2nd set of eyes to confirm the money that has come in (especially over summer months)
- Discussion of Library Director's role in supervising library staff; is there a bi-annual review needed. What is a realistic expectation? Maybe include "as needed" in the language.
- In the summary; make the change of "promoting and facilitating" the use of the library.

L. Coffin motioned, B. Johnston seconded, a motion to approve the Library Director's job description as discussed. Motion approved.

L. Lornitzo, B. Haas seconded, a motion to approve Gail Trede as the new Library Director. Motion approved.

Accessibility Update:

- Emily Corbet(VT Community Foundation) met with the Board to share ideas about money and fundraising; she will go to VTCF on BPL's behalf and ask for money to help with the renovations
- Ways to raise money (D. Chamberlain inquired); an appeal separate from the annual appeal, summer event, finding local donors and meeting with them on-on-one, appreciation day for donors

Fundraising Committee:

- Laura investigated the idea of a coin drop for the library; suggestion from town that this may or may not gain popularity for the library; it may not work, can still investigate but currently is not something the Board wants to support
- Monique and Dotti still have a Don and Jenn night available for the benefit of BPL; maybe in October 2018 (Monique will inquire)

Grants:

- Bud submitted to the VT Arts Council; submitted by May 1st. Money will hopefully help with the renovation of the bathroom

Technology: Monique reached out again to get information from Charter

Buildings and Grounds:

- Mezzanine Railings fail to meet the regulations height; B. Johnston reached out to Meg Campbell (Preservation Trust) and has not heard back yet. Brad will continue to pursue this issue.

Other Business:

- B. Haas; request for Gail, there is a need for job descriptions for the library staff
- Pete and Shirley; card for each of them sending good wishes, Pete is at the Atkinson House in Newbury, Shirley is living in an assisted living area in the Norwich area. Both dedicated so many years to BPL

Sadly, the Board accepts the retirement of Debra Tinkham as Library Director. She will work until the end of May 2018. It is with great appreciation that we say so long to Debra and wish her well in all of her adventures. We thank Debra for her 10 years of service, dedication and devotion to improving the climate and reputation of Bradford Public Library. Her enthusiasm and inviting personality have modernized BPL into a lively center for the community!

Words from Board President, Tony Brainerd:

“You have helped bring us from a ho-hum library to an alive, modernized, happening, prideful operation. You embraced all of the technology, added visibility, programs, little libraries, public approval and support. Your creativity and contributions have contributed towards making us very proud of our Bradford Public Library. I cannot remember a single time during your tenure that there was a “library” problem of any sort- maybe the furnace quit, or the internet was out, or the young adult room flooded- but never an operational problem.

Thank you very much. We wish that you were not retiring, but wish you well in all you do. Come and visit often!

L. Coffin motioned, D. Chamberlain, seconded, a motion to adjourn at 7:45 PM. Motion approved.

The next scheduled BPL meeting is Thursday, June 14, 2018 at 6:30 pm.

Respectfully submitted by,
Angela Conrad-Schlager