

Bradford Public Library

Bradford, VT 05033

Board of Trustees Monthly Meeting

November 14, 2019

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| • Angela Conrad-Schlager | 2021 |
| • Tony Brainerd | 2021 |
| • Pam Johnson | 2020 |
| • Brad Johnston | 2022 |
| • Dotti Unkles | 2020 |
| • Laura Lornitzo | 2022 |
| • Dee Chamberlain | Town Representative |

Those not Present:

- | | |
|-------------------|---|
| • Pete Richards | Trustee Emeritus |
| • Bud Haas | Trustee Emeritus |
| • Eris Eastman | Trustee Emerita |
| • Gail Trede | Library Director |
| • Kerry Gudlewski | Town Representative |
| • Larry Coffin | 2021 |
| • OPEN SEAT | 2022 (Monique Priestley resigned) |
| • OPEN SEAT | 2020 (Betsy Kane resigned) |
| • OPEN SEAT | Town Representative (Anna Slack on leave) |

Guests: Olivia Maxwell (potential bookkeeper) and Arvid Johnson (technology assistance)

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

Olivia Maxwell was invited to the meeting as she is considering a position as bookkeeper for BPL. \$20/hour (approximately 5-7 hours a month once bookkeeper is familiar with BPL's financial information). Olivia and Laura were able to have a discussion prior to tonight's meeting. Laura reviewed Olivia's responsibilities:

- Payroll taxes
- Collecting mail on a weekly basis
- Paying bills on time (Laura will sign BPL checks)
- Responding to financial questions in a timely manner
- Monthly Budget Report (make sure that BPL is operating within budget)

B. Johnston motioned, L. Lornitzo seconded, a motion to approve Olivia Maxwell as Bookkeeper for Bradford Public Library. All voted in favor.

B. Johnston motioned, P. Johnson seconded, a motion to approve the minutes of October 10, 2019. All voted in favor.

Treasurer's Report:

- A monthly Treasurer's Report was shared with the Board
- Starting to pay Downers every month
- Money spent on printer; toner, service and paper
- Travel expense was for a Librarian conference
- \$768.63 in gifts/donations; likely from cash box

B. Johnston motioned, P. Johnson seconded, a motion to approve the Treasurer's Report as presented. All voted in favor.

Librarian's Report:

- Gail Trede emailed a November Librarian's Report to the Board of Trustees
- Betsy Kane presented the Librarian's Report
 - Betsy working on certificate of Librarianship (goal is to attain certificate by May 2020)
 - Grant; Library Census Equity Fund (\$2000 to use toward technology to assist people in completing on-line census information)
 - December 5th**; chain mail workshop w/ Dotti Unkles

- ❑ **December 7th:** The Giving Fair; Gail and Betsy (giving away free books and accepting donations). Also bringing the model of BPL to show off the iconic building.
- ❑ **December 19th (6-8 pm):** Holiday Open house at BPL; Board members presence and help are requested
- ❑ **Holiday Hours:**
 - ❑ Wed close at 4pm the day before Thanksgiving, Closed Thanksgiving Day
 - ❑ Closed Christmas Eve and Christmas Day
 - ❑ New Year's Eve and (2020) New Year's Day

D. Chamberlain motioned, D. Unkles seconded, a motion to approve the Librarian's report. All voted in favor.

PROPOSED 2020 BUDGET:

- ❑ Question of Gail's hours; what will be her hours moving forward? Will she need to decrease hours once the 2020-21 school year begins? Will Gail want to keep the additional 4 hours that was requested this fall? Is there a need to assist Gail with Health Care?
 - ❑ Tony and Dee will schedule a time to meet with Gail to get answers to the Board's questions
- ❑ Laura presented three 2020 Budget options for the Board to consider.
- ❑ A draft Budget was sent to the Town of Bradford Selectboard
- ❑ There are still questions that need to be addressed before the Board can make a decision about the 2020 BPL Budget
- ❑ What technology considerations (internet/computers, etc.) are included in the 2020 Budget?

FUNDRAISING:

- ❑ Pam Johnson spoke with Vicky at the Senior Center; Vicky was cautious about a BINGO night
 - ❑ Maybe consider a Penny Auction or a weekend at the Bradford Rest Area on I-91 North

- ❑ Board members are interested in a Rest Area weekend on I-91 North (need to contact the person in charge of the rest area) *Angela will reach out to the Rest Area*
- ❑ Laura reached out to Monique about the possibility of using The Space on Main; Begin planning BINGO night; a winter fundraiser (end of January/beginning of February). Cash Bar/Wine? Food?
 - ❑ Determine location (The Space on Main)3
 - ❑ 50/50?

Annual Appeal:

- ❑ Letters have been sent and are available at the circulation desk
- ❑ Annual Appeal money really starts to come in December-February
- ❑ Is there time in BPL's future where we do not need to write Annual Appeal; is there another way to organize an "Annual Appeal."
- ❑ Is there an opt in option for contacting people in following years? A sustaining donorship?
- ❑ Is there a better, more efficient way of running the Annual Appeal?
 - ❑ Laura and Angela will work on updating the donor spreadsheet
 - ❑ Please list any extra names and addresses that Trustees write AA letters to; will add to the master list

Technology:

- ❑ BPL is in need of some new computers that have Microsoft Windows; all in one desktop computers (\$250 each(3); they are refurbished). \$990 for Scott Welch's labor. Great Planning Tech is Scott's business; he is local tech guy.
 - ❑ Total cost \$1,080.00

B. Johnston motioned, D. Chamberlain seconded a motion to purchase the 3 all in one computers that have Microsoft Windows and the service of Scott Welch. All voted in favor.

Buildings and Grounds:

- ❑ Ivy has been removed and Pam/Arvid cleaned up a large mess in the corner area.

Other Business:

- ❑ **Budget Committee** needs to meet to discuss the 2020 Operating Budget.
- ❑ **MicroFilm:** Connie a Journal Opinion (Pam spoke with her); there is more information that needs to be gathered regarding releasing the copyright for articles printed prior to 1922 from the Journal and United Opinion.
- ❑ **BPL is in need of 3 new Trustees, possibly 4; Who do we know?**
- ❑ **Technology:** Arvid Johnson mentioned a need for replacing/updating rotors to minimize the lag in WiFi when many people are using the network
- ❑ Dee and Brad are still investigating the possibility of land across the street as a potential parking area for BPL; there is still information to be gathered.
- ❑ Dee and Pam attended the VT Department of Libraries for VT Library Trustees; a good workshop filled with LOTS of information
 - ❑ Pam inquired about a Friends of the Library group; does this still exist?
 - ❑ Calendar detailing yearly tasks; should BPL have a general outline for any future Board members?

B. Johnston motioned, P. Johnson seconded, a motion to adjourn at 8: 16 pm. All voted in favor.

Next scheduled Board of Trustees meeting is Thursday, December 12, 2019 at 6:30 pm.

Respectfully submitted,

Angela Conrad-Schlager