

Bradford Public Library
Bradford, VT 05033
**BPL Board of Trustees Meeting Minutes
November 8, 2018**

Those Present:

Larry Coffin	2021
Angela Conrad-Schlager	2021
Gail Trede	Library Director
Tony Brainerd	2021
Pam Johnson	2019
Dotti Unkles	2020
Laura Lornitzo	Town Representative
Monique Priestley	2019
Betsy Kane	2020
Bud Haas	2019
Brad Johnston	2020
Dee Chamberlain	Town Representative
Anna Slack	Town Representative

Those Absent:

Eris Eastman	Trustee Emerita
Shirley Conrad	Trustee Emerita
Pete Richards	Trustee Emeritum

The meeting was called to order at 6:30 pm by President, Tony Brainerd.

P. Johnson motioned, L. Coffin seconded, a motion to approve the minutes of October 11, 2018 and ratified all actions taken at the October 11, 2018 meeting. Motion approved.

Treasurer's Report:

- A monthly operating report was provided via mail
- \$452 from the Colatina, Don and Jen fundraiser
- Tech subscriptions was 0 until a few had been paid
- Capital Fund, Restoration is now \$35, 500
- Annual Appeal 2018-19; first deposit of money was made November 1, 2018.
- Bud reviewed money spent this year, explained how the funds are organized

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

Library Director's Report:

- A monthly operating report was provided via e-mail
- There will be no story hour on the Friday after Thanksgiving
- The Halloween Trunk or Treat was a huge success
- Arvid Johnson replaced the light bulb in the reading room; many thanks
- November 17th Gail will be presenting to teachers and librarians at the Red Clover Book Award conference.

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

Proposed Budget for 2019: Please review and look through; if there are questions or concerns please share with Bud and bring to the November meeting.

- Proposed salary increases
- Tony submitted a request to the Town of Bradford for \$57,000.
- There was discussion about increasing the fuel line

L. Coffin motioned, M. Priestley seconded a motion to approve the proposed 2019 budget. Motion approved.

COMMITTEE REPORTS:

Fundraising:

- Giving Fair at Oxbow High School, December 8th (Betsy, Laura and Angela volunteer to represent BPL)
 - Betsy and Holly are in charge and are making plans

ANNUAL APPEAL:

- Letters have gone out
- Letters are being sent to the Bradford businesses for the 2018-19 Annual Appeal
- Money is coming in...please encourage patrons, BPL supporters, and community members to give donate to the Annual Appeal

Technology:

Grants:

- BPL applied for a Tax Credit grant; BPL was denied but were given an honorable mention. Other money became available (\$90,000). Have to spend the money first and then get reimbursed.
- Just about finished with the USDA application; original article of corporation are sexist. This was pointed out to Tony. Need to file an addendum to eliminate the discrimination in the original incorporation documents. We also need to have a

statement that provides a succession (dissolution) plan in case the corporation (Board of Trustees) closes its doors; where the assets will go.

- Bud created a document that addresses the needed changes with updated language.
- Bud proposes making an addendum that states the following:

Bradford Public Library Addendum to the Original Articles of Association November 8, 2018

This addendum removes the provision relating to payments by members of the Association, and inserts a dissolution clause.

ARTICLES OF ASSOCIATION (original)

We, the subscribers, hereby associate ourselves together as a Corporation, under the Laws of the State of Vermont, to be known by the name of the Bradford Public Library, for the purpose of erecting a Library Building and to promote literary and scientific knowledge by establishing and maintaining a Library and reading room at Bradford, in the County of Orange, in said State. upon the following conditions, viz: That each male subscriber hereunto shall pay to the Treasurer the sum of five dollars, and each female subscriber hereto shall pay to the Treasurer the sum of two dollars, before he or she can become a member of said Corporation, with which to purchase suitable grounds and to pay incidental expenses connected therewith, for the

"Woods Library Building", to be erected in the Village of Bradford in the near future.

Dated at Bradford this 7th day of March, A.D. 1B98.

ADDENDUM:

Delete all after "in said State"

Replace with:

“. To provide free to the public, books, digital and electronic media, interlibrary loans, computer access, and public access to the internet; provide other library services including programs and activities for adults and children, and community meeting space, and other library services or programs deemed appropriate by the Library Trustees.

“Upon dissolution of the Corporation, the Board shall utilize the Corporation's assets for the payment of all obligations and liabilities. Any remaining assets will be disposed of in a manner consistent with the Corporation's purpose as hereinabove stated, either in the form of direct expenditures or by transfer to the Town of Bradford, and if not accepted by the Town, by disbursement to one or more organizations organized and operated exclusively for charitable, scientific, or educational purposes so as to qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code or any corresponding provision of a future law of similar import, or to the United States, or a state or local government, for a public purpose.

This Addendum adopted by the Board of Trustees, November 8, 2018.”

L. Coffin motioned, B. Johnston seconded, a motion to make the suggested addendum read to the Board updating the sexist language to contemporary language and library usage. Motion approved.

L. Coffin motioned, P. Johnson seconded, a motion to add the dissolution addendum to the By-Laws. Motion approved.

There is a need to review the By-Laws; are there things that need to be updated?

Building and Grounds:

- Brad presented about his attendance at the retreat to discuss library buildings and restoration needs; Brad also spoke about wishes (building annexes, land, parking access) for BPL in the future
- Railing for the Balcony area; the process is in the works to achieve approval of all necessary persons/entities to approve the proposed rail improvement that will meet current building code regulations.
 - L. Coffin motioned, B. Kane seconded, a motion to authorize B. Johnston, B. Haas and T. Brainerd to make any necessary decisions for the railing on behalf of the Board. Motion approved.

Betsy mentioned that the railing downstairs also needs attention as she has already tightened the screws for it and it is still in need of being assessed

Old Business:

- Put up NO SMOKING ZONE sign (can put on the book deposit). Tony will look into sign ordinances.
 - **UPDATE:** Pam has gotten one sign, where will it be on display (the book drop or near the bulletin board as you enter the front)
- Marci Carver, Income Tax preparation discussion: Bud has created a proposal to her original request (meeting downstairs rather than upstairs) that will be presented to Marci Carver. Also Bud created a written agreement between the Board and Marci's tax preparation program. Will a Board member need to be present to lock up after Marci finishes? Dotti and Laura have volunteered to be the Board members to lock up the library after meetings finished.

Agreement below:

Agreement for AARP Sponsored Tax Services

The Library will be available February 1, 2019 through April 15, 2019 for Income Tax Services provided by AARP workers, Marcey Carver and Linda Weiss on Tuesday afternoons from 2pm to 6pm, when the Library is normally closed.

The Tax Service Clients will have access to the Library through the Basement Door only. The Tax services will be conducted in the Children's Area in the lower level of the Library. The tax service clients will not have access to the Main Floor of the Library. A bathroom and two public computers will be available to tax service clients in the

basement area. Signs will be posted directing Tax Service Clients to the Basement Door, noting that the Library is open for Tax Services Only from 2-6 PM on Tuesdays scheduled for this service. Clients with children will be able to use the Children's Room Resources, but will not be able to checkout any books.

The Tax Workers will be given a key to the Library and a Security Code, and will be responsible for insuring that the Security Code is set, and the Library is locked when they leave for the night .

The Bradford Public Library reserves the right to terminate this Agreement at any time, for security or other issues related to the use of the Library.

_____ Date _____
Bradford Public Library

_____ Date _____
Marcey Carver/Linda Weiss

M. Priestley motioned, L. Coffin seconded, a motion to adopt the Tax preparation program agreement and present it to Marci Carver. Motion approved.

- The ramp to the bottom floor of the library is still in progress. The automatic door installation should be on November 15th.
- Dee asked a number of question about how the Board functions (what the regulations are, getting a copy of the By-Laws, terms of service for Trustees, etc). Betsy voiced that it was important for new Trustees to be giving critical information about function of Trustees and necessary procedural knowledge

B. Johnstion motioned, M. Priestley, seconded, a motion to adjourn at 7: 54 PM. Motion approved.

The next scheduled BPL meeting is Thursday, December 13, 2018 at 6:30 pm.

Respectfully submitted by,
Angela Conrad-Schlager