

**Bradford Public Library  
Bradford, VT 05033  
BPL Board of Trustees Meeting Minutes  
November 9, 2017**

<b><u>In Attendance:</u></b>	<b><u>Year</u></b>
Tony Brainerd	2018
Larry Coffin	2019
Monique Priestley	2018
Bud Haas	2019
Pam Johnson	2020
Betsy Kane	2020
Pete Richards	Trustee Emeritum
Debra Tinkham	Library Director
Laura Lornitzo	Town Representative

**Absent:**

Gail Trede	Library Co-Director
Dotti Unkles	2020
Angela Conrad-Schlager	2018
Eris Eastman	Trustee Emerita
Brad Johnston	2019
Shirley Conrad	Trustee Emerita
Dee Chamberlain	Town Representative

The meeting was called to order at 6:35 pm by President, Tony Brainerd.

**Minutes:** Pam Johnson motioned to accept the October minutes. Betsy Kane seconded. Motion approved.

**Treasurer's Report (Bud):**

- A monthly operating report was provided via email along with Treasurer's notes.
- Bud highlighted the 2 grants: one for the ILL from the state of VT for \$195 and the other for the library association meeting for \$440.
- The total cost for replacing the fire alarm system was \$1,578.50.
- Larry Coffin motioned, Pete Richards seconded, a motion to approve the Treasurer's Report. Motion approved.

**Librarian's Report (Debra):**

- A monthly operating report was provided via email from the Library Director.
- Great report on the NELA conference that Debra attended with Holly Young in Burlington.
- Library is preparing to submit annual data to the town and state.
- Information/promotion of upcoming events: Judith Beckett's presentation on her statewide library tour; Vermont Farm Kids screening; Poetry Circle skips the month of December
- Reminder by Debra that newsletter items should go through her before publishing

- Expression of gratitude for Makita Merchant who volunteers every Wednesday from 9-4:00. This has been very helpful.
- Larry suggested the graphic for the town meeting report should be bigger, as it is the focal point of the report. Debra will make that request when she submits.
- Tony reminded trustees that they are expected to attend and support library programs.

Pete Richards motioned to accept, Larry Coffin seconded, a motion to approve the Librarian's report. Motion approved.

**2018 Budget (Tony, Bud, Debra):**

- Discussion regarding pay increase for staff and increase in Holly's hours.
- Discussion on fuel budget: it is higher than usual but unlikely that we will need that much.
- Correction on notes: item 3 should be changed from 56 to 53 weeks.

Monique Priestley motioned to accept (with the correction), Pam Johnson seconded. 2018 Budget Approved.

**Fundraising:**

- The library will participate in the Giving Fair on December 9th. We will need a table with items to sell by donation. Holly will make necklaces from leftover beads donated by Farmway and will gift-wrap some books. Betsy and Laura will man the table. Betsy will knit some hats to sell by donation.
- Brainstorming ideas: Larry Coffin authoring another book, Colatina Buck-a-Pie, library board working alongside waitstaff at Colatina and splitting the tip, Jail and Bail, Farmway - Pennies for change, National Library Week - Farmway a buck-a-boot?, spring Coin Drop instead of plant and book sale, Hannaford nonprofit display board
- Annual Appeal:
  - List donors in town report
  - Need organized business mailing
  - Library should make another public display of thanks to donors
  - Larry recommended multiple signatures on each letter in the future

**Accessibility Grant Update (Larry, Bud, Tony):**

- Tony and Bud met with Jill last week and again on November 8th with the USDA and tax credit department. The meeting was very encouraging. They are going to Montpelier on November 13th to meet with the planning grant representatives, the architect, and Jill. Library will need to decide on extending Jill's contract past December.

**Building and Grounds (Tony, Debra, Larry):**

- Christmas lights should go up before Thanksgiving. Laura, Larry, and Pam will coordinate to find a date and time that works to get these up together.
- Leaking fuel tank was replaced the very next day by John Hathaway. Very satisfactory repair and price.
- Floor refinishing discussion:
  - Valley Floors requires the large round table to be removed. Unanimous board agreement that this should not be necessary. Tony will talk to Ryan Chase personally to see if they can work around the rug. If not, we will seek other quotes that don't require this step.
  - Timing: the reading room will be out of commission for a few days.

- Downstairs carpet will need attention soon, but the accessibility grant may affect this project. Tony got a few quotes for new carpeting which were in the \$7,000 range. For now, a professional cleaning will suffice until the grant is worked out.

Monique Priestly motioned to adjourn at 8:00 PM, Larry Coffin seconded. Motion approved.

The next scheduled BPL meeting is Thursday, December 14, 2017 at 6:30 pm.

Respectfully submitted by,  
Laura Lornitzo