

Bradford Public Library
Bradford, VT 05033
**BPL Board of Trustees Meeting Minutes
October 11, 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

Those Absent:

Monique Priestley	2019
Betsy Kane	2020
Bud Haas	2019
Brad Johnston	2020
Dee Chamberlain	Town Representative
Anna Slack	Town Representative
Eris Eastman	Trustee Emerita
Shirley Conrad	Trustee Emerita
Pete Richards	Trustee Emeritum

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

P. Johnson motioned, L. Coffin seconded, a motion to approve the minutes of September 13, 2018. Motion approved.

Treasurer's Report:

- A monthly operating report was provided via mail
- Laura presented the Treasurer's Report
- L. Coffin reported that BPL received \$10,000 from Mrs. Byrnes.
- 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 from 2017 in operating fund balance \$4430
- Maintenance anonymous balance in restricted funds \$7,000 (received \$2,000 donation 5/20/18)

- 2017-18 Annual Appeal transferred from restricted fund to operating fund 5/24/18
- 2018-19 Annual Appeal to be raised Fall-Winter 18-19 is \$15,000 in operating budget
- New outside program sign

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

It is the intention of Bud and Laura that she will be prepared to assume all duties related to the Treasurer position by January 2019.

Library Director's Report:

- A monthly operating report was provided via e-mail
- Amanda is a new BPL employee (worked at Blake Library and is familiar with the community and library environment)
- Got the new printer; a learning curve and it is great
- Printer in Reading Room is not working due to a toner but should be back up
- Lots of Professional Development for Librarians
- Really would like shelving in the downstairs bathroom
- Looking to put a sign down on the road facing Route 5; does this require Select Board approval? Does the state correction facility in St. Johnsbury still make signs?
- Danielle T. has been volunteering at BPL all summer and will be leaving in a few weeks for the winter.
- Holly and Gail will be going to the Trunk or Treat event giving out children's books
- November, VT Health Connect is coming

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

ISSUE: Gail came in a few weeks ago and found Suboxone (for heroin abusers) wrappers under the book deposit container. Gail saved wrappers, called Little Rivers Health Clinic as well as the Bradford Police. Gail has been in communication with the Health Clinic and has asked for a staff training as well as some other community members and other library staff for Narcan use. Board members feel that this is a good idea and support the training.

- Also, no teens downstairs without responsible adult supervision
- Larry mentioned the idea of having a camera downstairs with a monitor; maybe. The bathrooms are also a concern and no camera can be in the bathrooms.

Marcy Carver who in the past has done Tax Preparation at BPL through a program that no longer will serve BPL patrons. Marcy would still like to offer Tax Preparation services through AARP, BPL staff supports this. Marcy, and her partner Linda, would like to offer this after hours on Tuesday afternoons. Gail can be here until 3 and then give Marcy the key to lock up (2pm-6pm would be the service). Sign outside the door that would say "Library open for Tax Preparation ONLY." What do Board members think?

- Angela; if Marcy or Linda were ill they would cancel for that Tuesday (there must be 2 persons at BPL), and BPL reserves the right to terminate the agreement if there are issues.
- How should closing go? Does Marcy get a key/code? Would a BPL trustee come to close?

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 has to propose budget to the Select Board by the end of October 2018

COMMITTEE REPORTS:

Fundraising:

- October 13th Jen and Don are doing a benefit concert at the Colatina 7-10 pm; need to advertise in newspapers and on list serves
 - *Need people at the door to take money (Donations at the door)*
- Giving Fair at Oxbow High School, December 8th (Betsy, Laura and Angela volunteer to represent BPL)

ANNUAL APPEAL: Letters are ready!!!! To be sent out Friday, October 19, 2018

- Folders have been created for Trustee Members (for those who were not at the meeting folders are at the library. Please pick them up to write your letters to potential donors)
- Everyone has designated people to write letters to
- Please complete letters and return them back to the Library for Wednesday, October 17th.
 - Angela will check off names and then mail all letters out at once

Grants:

Technology:

Building and Grounds:

- Brad is still working on getting approval for the railings upstairs
- RECYCLING: Arvid Johnson will do the recycling for BPL. Thank you Arvid!

Old Business:

- Put up NO SMOKING ZONE sign (can put on the book deposit). Tony will look into sign ordinances.

We need to confirm all actions taken at the next meeting as there was not a quorum present.

L. Coffin motioned, L. Lornitzo, seconded, a motion to adjourn at 7: 49 PM. Motion approved.

The next scheduled BPL meeting is Thursday, November 8, 2018 at 6:30 pm.

Respectfully submitted by,
Angela Conrad-Schlager