

Bradford Public Library

Bradford, VT 05033

Board of Trustees Monthly Meeting

September 12, 2019

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| ● Angela Conrad-Schlager | 2021 |
| ● Dee Chamberlain | Town Representative |
| ● Pam Johnson | 2020 |
| ● Brad Johnston | 2022 |
| ● Dotti Unkles | 2020 |
| ● Laura Lornitzo | 2022 |
| ● Larry Coffin | 2021 |
| ● Kerry Gudlewski | Town Representative |
| ● Gail Trede | Library Director |

Those not Present:

- | | |
|-----------------|-----------------------------------|
| ● Pete Richards | Trustee Emeritus |
| ● Bud Haas | Trustee Emeritus |
| ● Eris Eastman | Trustee Emerita |
| ● Tony Brainerd | 2021 |
| ● Anna Slack | Town Representative |
| ● OPEN SEAT | 2022 (Monique Priestley resigned) |

Guests: Susan Monica

Meeting was called to order by Vice President, Dee Chamberlain, at 6:30 pm.

Susan Monica, was present to discuss the possibility of, ask questions about, an accounting position; questions were directed to Laura Lornitzo and Gail Trede about what would be required of an accountant for Bradford Public Library. Many detailed questions were asked. Laura asked about hourly rate; Susan is willing to work with BPL to determine a fee. Susan asked about more information regarding grants for BPL.

B. Johnston motioned, L. Coffin seconded, a motion that BPL hire Susan Monica for accounting purposes to assist in bookkeeping of library finances at the rate of \$25 per hour. All voted in favor.

L. Coffin moved, L. Lornitzo seconded, a motion to approve the minutes of August 8, 2019.

- Laura needs to amend July Treasurer's report as there was an error in the accounting software. Laura will make necessary changes.

All voted in favor to approve the August 8, 2019 minutes. Angela Conrad-Schlager abstained.

Treasurer's Report:

- A monthly Treasurer's Report was shared with the Board
- Fundraising; Amazon Smile, Zoo Keeper
 - Donations: \$200 from donation box and \$25 from John Nato
- Maintenance and Repairs was higher than normal; necessary repairs were made
- Gail asked questions about documenting program expenses.

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

Librarian's Report:

- Gail Trede emailed a July Treasurer's report to the BPL Board
- Betsy and Marcheta have begun the process to become licensed through the state
- Gail has been completing papers with Tony and others that are required for library documentation
- A whole bunch of professional development and programs at BPL
- Library Trustee Conference, October 21st in Lyndon, VT; Pam and Dee would like to go
- 14 computers will be coming to BPL via the technology teacher at BES
- Arvid installed security cameras downstairs; works OK, a lot of work to get used to for the Library Director and volunteers (set up/logistics of watching video). 3 cameras downstairs. It's a learning curve.
- Sydney Lee is coming on the first Monday of the month
- There is a harvest swap on Thursday, October 3 at 6:30 pm

B. Johnston motioned, P. Johnson seconded, a motion to approve the Librarian's report. All voted in favor.

FUNDRAISING:

Annual Appeal:

- Letters are ready and have been shared with the Board; please add any comments/suggestions by the end of this week
- Angela will bring letters, envelopes in packages to the Board at October meeting
- FOR THIS YEAR: When Board members are writing Annual Appeal notes and addressing letters please make a list of who you have written to. Laura and Angela can update the donor sheet. Thank you!
- Please bring addressed letters TO THE LIBRARY and Angela will pick them up to put postage on and mail out.**
 - Laura and Angela will work on updating the donor spreadsheet
 - The goal is to have all letters completed and mailed October 15-20, 2019.

Other Business:

- Mico-film machine is in need; people use it regularly but it can be challenging as there is no way to print
- Printer in the meeting room is having issues; need to prepare for buying/getting a new printer
 - Submit need on list serves

Old Business:

- Connecting properties and their availabilities is still in question
- The 125th Anniversary of the Woods Public Library in 2020; what will we do to celebrate?
- Oil Prices; Dee researched various companies and sent information to the Board for review. John Hathaway is who BPL uses if there is a need for repairs. We will stay with Downers Fuel for this coming year as BPL has been happy with their delivery service.
- No Smoking Zone sign for the main entrance of BPL
- Painting of the Little Libraries; still a work in progress that Dee is working on
 - Larry and Carolyn have been repolishing the Little Libraries

Trunk or Treat (October 31): Gail wants to do it again this year and is looking for someone to volunteer with her.

Form a Budget Committee: interested Board members are; Tony, Laura, Gail. Will email Tony to determine a time to meet.

Winter Things to do at BPL: things to think about when the weather turns cold

L. Coffin motioned, P. Johnson seconded, a motion to adjourn at 7:50 pm. All voted in favor.

Next scheduled Board of Trustees meeting is Thursday, October 10, 2019 at 6:30 pm.

Respectfully submitted,

Angela Conrad-Schlager