

Bradford Public Library
Bradford, VT 05033
BPL Board of Trustees Meeting Minutes
September 13, 2018

Those Present:

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

Those Absent:

Laura Lornitzo	Town Representative
Monique Priestley	2019
Anna Slack	Town Representative
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.

L. Coffin motioned, P. Johnson seconded, a motion to approve the minutes of August 9, 2018. There is a slight word change "cash back" rather than returned from credit cards. Motion approved.

Treasurer's Report:

- A monthly operating report was provided for August 2018 via e-mail along with Treasurer's notes.
- 360 Grant; money from the town Rec. Department in support of Children's Summer Programs
- Gifts and Donations; out of wooden box and a few other donations
- Children's Programs line item of \$990 includes 360 grant that came from town and \$200 from state for summer performance fund
- Equipment; \$181.19 is outdoor sign for programing
- People donated to BPL in Memory of Mrs. Johnson (\$352.50) and Mr. Hurlburt (\$468.60)

- The Jesdale's extra solar credits donated to BPL totaled \$317.27
- Large Contribution from the Shanley Family Foundation
- Budget Committee; will meet to present a preliminary budget at the next Board meeting. Number asked of the town must be presented by November 1, 2018.

P. Johnson motioned, D. Chamberlain 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
- Gail concerned about the high speed internet
- Seeking approval of closed dates for the holidays.
- Holly attending Libraries of the Upper Valley meeting
- Guest poet coming in October for poetry circle, Anne Shivas
- BPL starting a book club; first month will look at a book about gender
- Working on having a guest for VT agriculture week
- Looked into a cleaning business to come; got a bid from Swift Cleaning (wood floors, woodwork, shelves) \$60 (\$30/hr) weekly, \$240 monthly, \$12,480 yearly. Swift Cleaning is flexible with service. There may also be a volunteer who can help with the cleaning down the road. We need a creative solution to solve the keeping the wood floors clean from sand and salt.
- Brother copier in the office died; fuser in copier needs to be replaced or purchase a new one (\$229 repair/ \$399 for new, wireless Wi-Fi with a toner that will produce 1,000 copies more)

D. Chamberlain motioned, B. Haas seconded, a motion to buy a new printer for the cost of \$399. Motion approved.

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

Other Business:

- Giving Fair at Oxbow High School; December 8th. (Betsy and Laura did last year; will do again. All table represent non-profits in the community; we will have a small table with things to sell and people can make a donation)
 - Include adult and kid crafts, books and puzzles were popular

- New Recycling costs (beginning October 1); how will this impact Board members who recycle each month. \$1.50 for each 30 gallon amount and \$.75 for each after. Tony will call Henry Sleeper to see if he can take both trash and recycling.
- Brad Johnston has volunteered to go to the Preservation Trust of VT retreat to represent BPL.

COMMITTEE REPORTS:

Fundraising:

- Carolyn Coffin has dug up 50 hosta plants and will sell them in the spring to benefit BPL
- October 13th Jen and Don are doing a benefit concert at the Colatina; need to advertise in newspapers and on list serves.

Grants:

- Bud working on the USDA grant; Due by December 8

Technology:

- Monique did get ahold of the phone company (Consolidated Communications) to increase our internet speed; \$54 a month with a \$155 fee for the modem.
- All on 1 server; need to be able to narrow down the time of use.

Building and Grounds:

- The railing in the upstairs balcony is too short and if leaned on will likely not hold a person safely
- Brad Johnston met with an architect (Bill Craig) who created designs for how to fix the railing. Brad shared the diagram with the Board.
- Brad sent drawings to Meg Campell at the Preservation Trust; she liked the designs and thought that they will be approved.
- Option to make out of steel or brass
- Brad suggests that we get approval from the fire marshall and insurance company and see if we can pursue the railings. Board likes his idea.

2018-19 Annual Appeal:

- Committee Members: Angela, Tony, Monique, Dee, Anna, Pam, Laura
- FORMAT; Letter with photos on the back, short and to the point on the front

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

The next scheduled BPL meeting is Thursday, October 11, 2018 at 6:30 pm.

Respectfully submitted by,
Angela Conrad-Schlager

