**Bradford Public Library**

Bradford, VT 05033

Board of Trustees Monthly Meeting

February 13, 2020

**Those who were present**: **Year**:

* Angela Conrad-Schlager 2021
* Tony Brainerd 2021
* Laura Lornitzo 2022
* Dee Chamberlain Town Representative
* Bud Haas Trustee Emeritus
* Kerry Pendak Town Representative
* Gail Trede Library Director
* Dotti Unkles 2023

**Those not Present**:

* Pete Richards Trustee Emeritus
* Eris Eastman Trustee Emerita
* Pam Johnson 2023
* Brad Johnston 2022
* Arvid Johnson 2023
* Larry Coffin 2021
* OPEN SEAT 2022
* OPEN SEAT Town Representative (Anna Slack on leave)

Meeting was called to order by President, Tony Brainerd, at 6:41 pm.

D. Chamberlain motioned, L. Lornitzo seconded, a motion to approve the minutes of January 9, 2020. All voted in favor.

**Treasurer’s Report:**

* A monthly Treasurer’s Report was shared with the Board
* Expenses exceed income; typical of January as BPL does not get a check from the Town of Bradford until February.
* Laura made more detailed notes
* $22,000 from VT Arts Council; BPL has to do a match, prove money has been expended before receiving money
* Dividends from the VT Community Fund: about $7,600 to be taken out

D. Unkles motioned, D. Chamberlain seconded, a motion to approve the Treasurer’s Report as presented. All voted in favor.

**Librarian’s Report:**

* Gail Trede emailed a FebruaryLibrarian’s Report to the Board of Trustees
* Betsy Kanes letter from Barre, VT recognizing that she has completed her training and is a certified librarian. Yay and Congratulations Betsy!!!
* Tax assistance has been a bit of an issue (not enough volunteers through the AARP/Vital Communities Tax Prep program); offering 1 Saturday at BPL (full with a wait list)
* March/April Program; poem town (75 submissions in 2019)
* Technology: Microsoft word has been downloaded with plans a little different than original
	+ One more PC; Gail would like to have at the circulation desk ($325)

D. Chamberlain motioned, L. Lornitzo seconded, a motion to approve the Librarian’s report. All voted in favor.

**FUNDRAISING:**

* Board members are interested in a Rest Area weekend on I-91 North (need to contact the person in charge of the rest area)**\*Angela will reach out to the Rest Area\***
* BPL Tote Bag Fundraiser; Angela will reach out for possibilities, “125 Years of Stories at the Library”
	+ Create a 125th logo Graphic Design
	+ 2020 Cooperative Summer Reading program theme: Imagine your story
	+ Memorial Day opportunity?
	+ 125th Float during the July Parade
* Are there other fundraising opportunities that BPL can capitalize on in connection with the 125th Anniversary of the library?
* Kerry research about a Penny Auction

**Annual Appeal:**

**Technology:**

**Buildings and Grounds:**

* 56 windows in the library; Bud sent invitations out to 4 different painters. Hoping to have their estimates and if the estimates are in the ballpark Bud will pursue the 1772 Foundation grant (grant money to preservations throughout New England). Window sills were last painted in 2004/05. Bud included anything that was wood outside that needs to be painted to maintain the quality of molding/sills. Grant due by March 6th.
* **Accessibility project:** 2 contractors came and looked at the desired project. Bids are due February 23rd.
	+ B. Haas motioned , T. Brainerd seconded, a motion to explore the availability of an alternative BPL location during the renovation project; depending on needs and conversations with renovation contractor. All voted in favor.

**Other Business:**

* Tony went to the Safe Deposit box to look for the Trotter logs microfilm. (film was found in reading room); need to create an updated inventory (Angela and Tony will do so during the week of 2/17)
* BPL Trustees did not attend the February 6th VT Council on the Arts Grant Awards meeting in Montpelier which was cancelled due to weather. BPL has been asked to create a grant award celebration locally.
* Signs for each door entry: “Library staff are not responsible for unaccompanied minors.”

L. Lornito motioned, D. Chamberlain seconded, a motion to go into executive session at 7:31 pm for the purpose of Legal matters. All voted in favor.

Out of Executive session at 7:58 pm.

D. Chamberlain motioned, K. Pendak seconded, a motion to authorize President, Tony Brainerd, to sign and send a letter to a BPL patron in response to concerns. All voted in favor.

D. Chamberlain motioned, K. Pendak seconded, a motion to adjourn at 7:59 pm. All voted in favor.

Next scheduled Board of Trustees meeting is Thursday, March 12, 2020 at 6:30 pm.

Respectfully submitted,

Angela Conrad-Schlager