

Bradford Public Library

Bradford, VT 05033

Board of Trustees Monthly Meeting Minutes

September 10, 2020

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| • Angela Conrad-Schlager | 2021 |
| • Pam Johnson | 2023 |
| • Laura Lornitzo | 2022 |
| • Dee Chamberlain | Town Representative |
| • Arvid Johnson | 2023 |
| • Bud Haas | Trustee Emeritus |
| • Larry Coffin | 2021 |
| • Dotti Unkles | 2023 |
| • Brad Johnston | 2022 |
| • Tony Brainerd | 2021 |
| • Betsy Kane | Librarian |
| • Jill Baron | Town Representative |
| • Gail Trede | Library Director |

Those not Present:

- | | |
|----------------|---|
| • Eris Eastman | Trustee Emerita |
| • Kerry Pendak | Town Representative |
| • OPEN SEAT | 2022 |
| • OPEN SEAT | Town Representative (Anna Slack on leave) |

Guests:

Meeting was called to order through a Zoom video conference by President Tony Brainerd, at 6:36 pm.

A. Johnson motioned, Pam Johnson seconded, a motion, to approve the August 13, 2020 minutes. All voted in favor.

***June 11, 2020 Minutes will be tabled to the October 8th meeting.**

Treasurer's Report:

- A monthly Treasurer's Report was shared with the Board
- Nothing in bookkeeper line item yet; Karen is still under 10 hours and she has asked to wait for payment
- Karen and Laura are working together
- Capital Restoration Fund balance is inaccurate in the Treasurer's Report; Laura will send an amended report out
- \$50,000 gift and \$8,300 in PPE money was put into the operating account
- Transfer of \$17,000 from operating account to construction account
- \$5,000 insurance payment was made
- Tony asked for Laura to have a detailed documentation of the money in the construction account
- Next bill for Graves; use money from restoration fund, line of credit
- Arts Council Grant is specifically designated to pay for the lift
- Time to make arrangements for fuel as we go into the winter; currently set up on auto delivery (Downers out of North Haverhill)

B. Haas motioned, D. Chamberlain seconded, a motion to continue using Downer's as BPL goes into the 2020-21 winter. All voted in favor.

D. Chamberlain Motioned, B. Haas seconded, a motion to approve the Treasurer's Report with corrections. All voted in favor.

Librarian's Report:

- The Library Director emailed an extensive Librarian's Report to the Board of Trustees
- Stopped circulation for this month as things are crazy with the construction project
- Gail sent a note to Bradford Elementary School to update information for students and provide families with information
- Gail and Betsy doing a lot of webinars
- Hoping to have new DVD and audio books at the end of the month
- Grant from the state for hand sanitizer and sneeze guard; sneeze guard is in the process of being installed
- There is an online Library Trustees training; Gail send information to the Board, information at the Department of Libraries web site
- A podium has been finished (to honor Pete Richards) [Gail? will send Bud copy for Plaque for Pete.](#)

- ❑ There will be a month that will be dedicated to Pete Richards (still unknown as the library is still under construction)

B. Johnston motioned, L. Coffin seconded, a motion to approve the Library Director's report. All voted in favor.

Accessibility Construction Project Update:

❑ REPORT ON THE PROJECT:

- ❑ Thus far will have paid \$120,000 for project
- ❑ \$4,500 of extras already incurred, and another \$4,500 of extras will be coming in addition to the project cost.
- ❑ Under the tiles (which needed to be removed) is beautiful wood flooring that will be sanded and finished but cannot begin until September 18th.
- ❑ There are some unanticipated delays; downstairs flooring, lift
- ❑ Once the lift is completely finished, [BPL can bill the Arts Council for the grant money for the reimbursement for the expense of the Lift.](#)
- ❑ There are great use of the existing building structure (shelving)
- ❑ Projected completion date of October 30th; hopefully there will not be any delays.
- ❑ The new circulation desk on hold as carpenter is on vacation; need to wait to install until the floors are finished
- ❑ **DRAINAGE:** problems with water infiltration through the walls; \$20,000 to excavate the front of the building, etc.
 - ❑ Lisa at Preservation Trust asked for copies of plans in case the Trust can assist with mitigating the drainage/water infiltration issue

COMMITTEE REPORTS:

Finance and Budget Committee:

- ❑ Need to schedule a committee meeting: Bud, Tony, Gail, Laura, Arvid
- ❑ Need to have a budget to the Town of Bradford by the end of October

Fundraising Committee:

- ❑ Angela is drafting an Annual Appeal letter and will send it to the Board for suggestions and editing
- ❑ Angela will put letters, envelopes and other essentials into envelopes and drop them off to Board members to address.

- ❑ Angela will pick up envelopes from Board members a week later and mail all Annual Appeal letters out at once.
- ❑ Letters will be mailed by October 5th.

Technology Committee:

Buildings and Grounds:

- ❑ When the construction ends; will need lots of help moving things around in the library as well as the surrounding area of the library

Other Business:

- ❑ There is still a Little Library that needs to be constructed. Bud will address this.
 - ❑ The Coffins check every Friday to see if books need to be replenished; the one at Little Rivers is never active (maybe move it to another high-traffic location)
 - ❑ Larry is looking for more books to put in the VA Little Library spot. Please drop books off to Larry
 - ❑ Can a Little Library be located near the post office?

B. Johnston motioned, P. Johnson seconded, a motion to adjourn at 7:48 pm. All voted in favor.

Next scheduled Board of Trustees meeting is Thursday, October 8, 2020 @ 6:30 pm.

Respectfully submitted,

Angela Conrad-Schlager
Bradford Public Library Secretary