

# Bradford Public Library

Bradford, VT 05033

## *DRAFT* Board of Trustees Monthly Meeting Minutes

December 9, 2020

### Those who were present:

### Year:

- |                          |                     |
|--------------------------|---------------------|
| ● Dee Chamberlain        | 2022                |
| ● Arvid Johnson          | 2023                |
| ● Bud Haas               | Trustee Emeritus    |
| ● Larry Coffin           | 2021                |
| ● Dotti Unkles           | 2023                |
| ● Tony Brainerd          | 2021                |
| ● Angela Conrad-Schlager | 2021                |
| ● Pam Johnson            | 2023                |
| ● Elaina Vitale          | Town Representative |
| ● Jill Baron             | Town Representative |
| ● Brad Johnston          | 2022                |
| ● Gail Trede             | Library Director    |

### Those not Present:

- |                  |   |
|------------------|---|
| ● Eris Eastman   | Trustee Emerita                           |
| ● Laura Lornitzo | 2022                                      |
| ● OPEN SEAT      | Town Representative (Anna Slack on leave) |

Meeting called to order at 6:34 pm via ZOOM meeting by President, Tony Brainerd.

Minutes from the November 12, 2020 meeting. Bud made changes to the minutes. Gail asks that once minutes have been approved, that all edits and suggestions be changed into a singular color and marked APPROVED. Larry suggests that the Minutes be tabled to the next meeting to properly edit.

### **Treasurer's Report:**

- ❑ A monthly Treasurer's report was submitted to the Board via email

Discussion: there are some questions about the second portion of the Treasurer's Report There is some confusion about the numbers presented at the bottom of the report. Tony will check figures with Laura for clarity. Approving the December Treasurer's report will be put on hold until the January Board meeting and Tony will clarify numbers with Laura.

- Bud asked Laura if the money has been received from the Arts Council; Laura reports that it is not received yet.
- Waiting on grant money from the USDA Grant and the Arts Council Grant

### **Librarian's Report:**

- The Library Director emailed an extensive Librarian's Report report to the Board of Trustees.
- Gail and Bud wrote a letter to Washington Electric regarding a video (Open House video) about the library; Gail made contact with an individual and discussed possibilities. Betsy's son Alden will edit. Gail waiting to hear back from Washington Electric
- Gail asked Board members to wrap books; holiday Drive by book giveaway (12/19)
- Develop Committee Lists: helpful to new members and organization of the library
  - Committees are:**
    - Fundraising
    - Communications and Marketing
    - Budget
    - Buildings and Grounds
    - Personnel
    - Technology
- Phone Line that is the reading room; can this line be removed? Put a tag on it for potential use in the future.
- Wreaths were donated from Wells River Savings Bank
- Tony asked about settling in; how are things going? Gail reports digitizing materials and preparing the library for the Open House video3 grants
- Scott was in last week and put the routers in the reading room, phone s are set up by desk and hang a computer above the desk for more room
- There will be a router downstairs in the young readers room
- There are a lot of files and historical documents in the library. Gail has spoken with Larry.

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

### **Accessibility Project:**

- ❑ 3 grants; one (\$80,000) came immediately, the Vermont Council (\$28,000) has not been received yet, and the USDA grant (\$22,000) has been challenging to receive the funds
- ❑ The work is all done. The outside drainage and construction has been completed. They did a great job! (\$20,000 to fix the drainage issue: \$15,000 from the VT Preservation Trust)
- ❑ Still currently short some money to pay for the project; there are dividends from VCF investment that BPL has not drawn yet or we might use other money that we have.

There was a meeting between Bud, Tony and Laura to discuss the Construction Project: \$50,000 from the Marsha Pierce bequest, some of that money needs to be used to cover expenses for the accessibility project.

B. Haas motioned, A. Johnson seconded, a motion to authorize the BPL Board President and Treasurer to donate \$30,000 from the Pierce Bequest to the BPL Endowment Fund at the VT Community Foundation, or if required by the Foundation, to create an additional BPL Pierce Endowment fund of \$30,000 ***pending receipt of the anticipated grant funds for the Construction Project.*** All voted in favor.

Did go over about \$30,000 on the construction project. BPL has a \$10,000 cushion.

**A basket was presented to Tony (dropped off at Tony's house by granddaughter) as a Thank you for all of the work that he has done as Board President. Thank you Tony! We greatly appreciate you. Larry expressed words of sincere thanks:** "I have been on the Board for 34 years and have worked with a number of Board presidents (an office I have held myself) None have been more involved in the duties of his role than Tony, a role that has taken on a significantly greater importance in recent years. Tony had led us with a gentle gavel, organized, informed, involved in every aspect of both the Board's work specifically and the Library's work generally. That included creating budgets, helping to organize annual appeals, conducting staff evaluation, writing grant applications, lobbying the town for library needs, and shepherding the building remodeling and being our chief zoomer....but also the little less glamorous tasks...recycling, answering the alarm day and night, making sure the Christmas light are up and that discarded Christmas trees are removed...helping with book and plant sales, being an electrician and our IT guy. I wouldn't be surprised if he has replaced a few light bulbs, or repaired bookshelves or dealt with several clogged toilets...our Presidential handyman. Tony has looked out for the Library as a trustee and president. He retires leaving a library that is stronger, more modern, more dynamic, more accepted in its role in the community. Tony inherited from his parents, Charlie and Muriel, a love for and dedication to this Library and they would be as proud as we are of his many and lasting contributions. Thank you Tony."

### Annual Appeal Letter:

- Copy of NYC Public Library outreach for their annual appeal; can BPL adopt a version of this. In what format should we distribute?
  - Angela is happy to work with the Librarians to format a letter
- We need to reach out to all people that we can, asking for donations to the Annual Appeal; be a bit more assertive in asking.
- Jill asked if we can email patrons a request for the annual appeal
- We need to broaden the number of people we reach out to
- Do new Board members know people who letters can be sent to? Angela can provide the necessary letters/information
- Elaina suggested that sending the OPEN HOUSE video to Annual Appeal Donors would be a good follow up
- Gail asked for the current list of AA donors; could send the Annual Appeal letter through the 2 monthly newsletters (Angela will send the 2020-21 AA Mailing List to Gail and well as a copy of this year's AA Letter)
- Jill- multi pronged approach to the Annual Appeal is necessary
- BPL used PayPal for a long time but the fees were not worthwhile; should BPL find another electronic funds sharing way for the Annual Appeal?
- Bud suggests that the Annual Appeal Letter says **Donate to Bradford Public Library!** Through several outlets; Letter to the Editor in the JO, on list serves, Facebook Connecting Bradford, and other social media resources.

Angela, Gail, Jill, Larry, and Elaina will meet via ZOOM to discuss marketing and communication for the Annual Appeal within the next week.

Bud presented information to the Board:

- ❑ Many people helped moved old and new slate tiles as well as bricks and are stacked in the oil tank rook
- ❑ Bud provided an inventory list and put it into the BPL Board of Director's Google Folder
- ❑ Bud advocates that BPL should get as much money as possible from selling the old slates
- ❑ Bud thanked Arvid for completing the Little Libraries project
  - ❑ Larry says that they are popular. If anyone drives by and notices they need to be replenished please call him.
- ❑ Reminder to Board members to sign up for the Library Trustee Newsletter that comes out of the state office
- ❑ January there is an annual meeting for the Board of Directors (14 day warning to the public)
- ❑ **Gail please put a notice on the List Serve that our BPL Board of Trustees Annual Meeting will be Thursday, January 14, 2021 at 6:30 pm.**

→ Brad Johnston asked that water drainage areas around the library be kept clean by the individual show will be shoveling snow this winter to keep the drains open.

Arvid Johnson motioned, Dotti Unkles seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:02 pm.

Next Annual Board of Trustees meeting is scheduled for January 14, 2021 at 6:30 pm.

Next scheduled Monthly Board meeting is scheduled for January 14, 2021 immediately following the Annual Board of Trustees meeting.

Respectfully submitted by,

Angela Conrad-Schlager  
Bradford Public Library Board Secretary