

Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

January 14, 2021

Those who were present:

Year:

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

Those not Present:

- | | |
|----------------|---------------------|
| ● Eris Eastman | Trustee Emerita |
| ● OPEN SEAT | Town Representative |

Meeting called to order at 6:47 pm via ZOOM meeting by President, Tony Brainerd.

ELECTION OF OFFICERS for the 2021 YEAR: Nominated from members of the Board: all voted in favor.

President: Angela Conrad-Schlager

Vice President: Dee Chamberlain

Secretary: Elaina Vitale

Treasurer: Laura Loritzo

D. Chamberlain motioned, T. Brainerd seconded, a motion to approve the minutes of December 9, 2020. All voted in favor.

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board via email
- Bookkeeper number is lower due to karen
- 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
- Alarmco charge: inspect smoke alarms and fire extinguishers, and move the motion detector
- Tech Subscriptions (\$600 over budget); Tony inquired as to why? One of the subscriptions(\$600) will be coded to collections for the 2021 year.
- Breakdown of restricted funds: \$2400 taken from Memorial Funds per Board approval for new equipment and Microsoft office, could it come out of the Technology line item?
- Tony: Annual Appeal, how do we account for the totals (January-December says Laura) \$13,000
 - Challenging as it come in 2 different Annual Appeal cycles
- Jill asked: Can you define differences between gift, grant, annual appeal, donation
 - Annual Appeal: Separate item to keep track of this major fundraising process
 - Fundraising: any other money raised throughout the year
 - Gifts/Donation: when people donate in memory of someone
 - Grants: raised through applications

D. Chamberlain motioned, T. Brainerd seconded, a motion to approve the Treasurer's Report. All voted in favor.

Librarian's Report:

- The Library Director emailed an extensive Librarian's Report report to the Board of Trustees.
- Librarian's Report sent into the Town of Bradford report
- Larry asked: 1858 map of Orange County, VT (safely stored now due to construction); if going to hang up might want to restore it as it is in need of restoration. Where will it be hung?
 - Bud asked if there is a way to copy it; Larry reports that there is a digital copy(oldmaps.com)
 - VT Historical Society: would they help? (Angela will reach out to)
- Develop Committee Lists: helpful to new members and organization of the library (Angela will create this as a Google Doc)
 - Committees Reports:**
 - Fundraising
 - Communications and Marketing
 - Budget
 - Buildings and Grounds
 - Angela will assume the responsibility for putting up and removing Christmas season lights at BPL (unless Tony wants to).
 - Tony advised that there is an extension cord and timer that needs to be stored with the lights.
 - Angela will store the lights, time, and extension cord in a

label tote box in the attic of the library.

- Personnel
 - Angela will work with the committee to begin an evaluation process of the Library Director
 - Evaluation planned for March/April
- Technology
- Annual Appeal
 - Did the December push increase donations?
- Programming

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

Accessibility Project:

- Still waiting for money from USDA Grant (\$22,900)
- Everyone else has been paid
- VIDEO: Open House, filmed during the week of January 19th-22nd
 - Gail hopes to have it available online within a week of the traditional town meeting time period

B. Haas motioned, T. Brainerd seconded, a motion to open the Library Tuesday, January 19, 2020 by Appointment.

1. Open the Library for one (1) patron, or one(1) adult patron and children from the same household, at a time, for 20 minutes, (a) for the sole purpose to borrow materials from the collection; or (b) to use a computer in the Reading Room for 20 minutes; said visit to be made by calling or emailing in advance to schedule an appointment, or by knocking on the door and making an appointment, and/or being allowed to enter if no other person has made an appointment at that time. Curbside pickup also to continue.
2. All Covid 19 guidelines issued by the State of Vermont and the VT Dept of Libraries will be followed, including provision for available sanitizer, wipes and masks.
3. Immediately advertise that the Library is Open for by-appointment, one-person services during regular Library (33) hours/week.

Reasons to Open:

- Many area businesses including the Post Office, Village Store, Cheese Shop, Farmway, Hannaford, Minimart, Bookstore, Toolbarn, Oakes Bros.,and the Jewelry shop are all open for business.
- Many area Libraries are open for business on an appointment basis.

DISCUSSION:

- Tony: How do Librarian's feel about this? Would time in between visits be necessary
 - Gail just got updated: 63% of libraries open with curbside service only, 23% open (80% of open libraries allow people into the stacks)
 - Gail thinks January 19th is too early; she has reached out to other libraries in the area.
 - Gail asked the State of Vermont for an opinion; say that they understand the

- position libraries are in.
- If the numbers decrease, there is a plan for moving forward for safety protocol.
 - Gail asked, if we (Board members) hear that people are unhappy with library assistance please let her know.
 - Jill connected with the Director of the Lebanon Library; they are currently closed.
 - Laura commented about the numbers and the extreme of the virus; pendulum does swing and things can become better; people can still get books,

L. Coffin motioned, L. Lornitzo seconded, a motion to curb the motion to the February meeting. Discussion ensued with Board members sharing their thoughts. All voted in favor.

Who has keys to the Bradford Public Library:

- Tony Brainerd
- Laura Lornitzo
- Betsy Kane
- Gail Trede
- Brad Johnston
- Angela Conrad-Schlager
- Kathy Davidow

Angela is creating new Google Docs in the Board of Trustees google drive:

- Emergency Contacts list
- Committees
- Template for Elaina (new Board secretary)

T. Brainerd motioned, L. Lornitzo seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:55 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, February 11, 2021 at 6:30 pm via ZOOM.

Respectfully submitted by,

Angela Conrad-Schlager
Exiting Bradford Public Library Board Secretary/New Board President