

# **Bradford Public Library**

Bradford, VT 05033

## Board of Trustees Monthly Meeting Minutes

DATE: March 11, 2021

### **Those who were present:**

- |                          |                     |
|--------------------------|---------------------|
| ● 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    |

### **Year:**

### **Those not Present:**

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

Meeting called to order at 6:32 pm via ZOOM meeting by President, Angela Conrad-Schlager.

Dee Chamberlain motioned, Tony Brainerd seconded, a motion to approve the minutes of February 2021. All voted in favor.

**Public Comment:** none

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

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

- The final grant payment was made into the construction account and the account is to be closed. \$67 discrepancy stands--Dee moves and Brad seconds to dismiss the discrepancy. The restoration project is closed for accounting purposes. Larry moves, Arvid seconds, a motion to move \$35k to the investment account.
- Brad moves, Dee seconds to move \$230 video balance to map restoration. Arvid motioned, Larry seconded, a motion to approve the Treasurer's Report. All voted in favor.

#### **Library Director's Report:**

- The Library Director emailed an extensive Librarian's Report report to the Board of Trustees. Gail adds Washington Electric spending towards the map, and spoke to the preservator who would like to pick up the map in April with a one month turnaround for map return. Gail is also interested in applying for a microgrant for \$400 to install an electrical outlet/USBC port outside to serve as a charging station for patrons. Arvid will help with technological support for the microgrant/investigating the need for a licensed electrician. Bud adds that patrons should know that they are able to access the library Wifi from the waterfall/picnic tables which will be very beneficial in warm weather.

Tony motioned, Dee seconded, a motion to approve the Library Director's report. All voted in favor.

#### **Committee Reports**

- [Complete Committee Assignments](#) (in the BPL Google Drive)
- Fundraising idea to do programming around composting with composting buckets for sale, tapping someone from the state or someone local with composting knowledge to help with programming. Jill, Dee, and Dottie to help orchestrate.

#### **Old Information/Topics**

- Reopening of the Library (due to COVID) discussion
  - Bud: votes to move discussion from last month (see January minutes) to take off table, Tony seconds. Jill prepared/mailed a report to trustees earlier this week on metrics to use to open the library--the report prioritizes public health and Gail's plans for reopening. We may need to revisit the time limit when we think about reopening, as 15 minutes may not be sufficient for a visit. Open time for trustees to speak. Larry moves to amend the existing motion to substitute the Library Director's plan to reopening to the one proposed previously by Bud. Arvid seconds. Library Director reiterates plan: hand sanitizer, sign in with contact information,

maximum occupancy 5 at a time (including staff) for computer use, door cannot be locked, masks enforced, families welcome on Friday by appointment only (more details are available in Gail's report). Gail shares proposed hours (tentative, and subject to change and flexibility). If adopted, an approximate opening date should be given with appropriate notice (which trustees will discuss at the April meeting) after consulting local experts, verifying satisfactory state vaccination rates, and trending with other local libraries--pending May 4 opening date. All voted in favor of accepting the amendment and then all voted in favor of accepting the amended motion.

- Review and discuss existing By-Laws (tabled until April meeting)
- Safety Deposit box; minutes required to update bank records. Arvid motions, Larry seconds to add Angela to Safety Deposit box. All members vote in favor.

#### **New Business/Discussion Topics:**

- Update Board of Trustees policies per discussion with State of VT, Department of Libraries
  - A Manual for VT Library Trustees (review)

Larry motioned, Arvid seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:25 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, April 8 at 6:30 pm via ZOOM.

Respectfully submitted by,

Elaina Vitale  
Bradford Public Library Board Secretary