

Bradford Public Library

Bradford, VT 05033

Board of Trustees Monthly Meeting Minutes

DATE: April 8, 2021

Those who were present:

- | <u>Those who were present:</u> | <u>Year:</u> |
|--------------------------------|---------------------|
| ● Gail Trede | Library Director |
| ● Angela Conrad-Schlager | 2021 |
| ● Tony Brainerd | 2021 |
| ● Larry Coffin | 2021 |
| ● Brad Johnston | 2022 |
| ● Dee Chamberlain | 2022 |
| ● Arvid Johnson | 2023 |
| ● Dotti Unkles | 2023 |
| ● Elaina Vitale | Town Representative |
| ● Jill Baron | Town Representative |

Those not Present:

- | | |
|------------------|---------------------|
| ● Eris Eastman | Trustee Emerita |
| ● Pam Johnson | |
| ● Laura Lornitzo | |
| ● Dotti Unkles | |
| ● Bud Haas | |
| ● OPEN SEAT | Town Representative |

Community Members and Community Comment:

- Karen Danforth - Review of division of treasury work. Karen is paying bills online via Wells River and is handling pay amounts and payroll taxes, and is taking over additional financial duties from Laura.
- Sean Fleming - Sean is interested in becoming a trustee. Sean is the Director of the Lebanon PL and has been a librarian for 18 years. Sean wants to get more involved with Bradford and the library.

Meeting called to order at 6:36 pm via ZOOM meeting by President, Angela Conrad-Schlager.

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

Treasurer's Report:

- ❑ A monthly Treasurer's report was submitted to the Board via email
- ❑ Tony motioned, Larry seconded, a motion to approve the Treasurer's Report. All voted in favor. Arvid asks if a column can be added that shows the YTD budget as a way of seeing if we are on track with expenditures (side by side comparison). Dee asks if acronyms on budget can be spelled out. Angela will communicate these questions to Laura.

Library Director's Report:

- ❑ The Library Director emailed an extensive Librarian's Report report to the Board of Trustees. Gail adds receipt of goods from the Green Up commission for giveaways for the May slate of events. Gail provided an update from meeting with Senator Sanders today about upcoming funding, especially funding that relates to ventilation. Gail has some additional grants in the works (early literacy, etc).

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

New business

- ❑ Complete Committee Assignments ([available here](#)) - *all need to sign up for committees ASAP.*
- ❑ Update Emergency and Board contact list ([available here](#)) - *all should update.*
- ❑ Fundraising: Memorial day yard sale (Larry) - Larry and Carolyn still plan to have a yard sale May 29 and will be giving a portion of proceeds to the library. Other trustees are welcome to bring things to sell. *Trustees will discuss further at May meeting.*

Old Information/Topics

- ❑ Reopening of the Library: May 4th
 - ❑ State guidelines
 - ❑ Library Director's Safety/Procedure plans

- ❑ Plan for notifying the public about reopening and safety procedures - Brad adds that library plans should be posted outside, Gail confirms they will. Arvid wants to know how people will make appointments; Gail adds that people can walk up and flexibility will be key. Larry asks for clarity on appointments vs walk-ups. Dee wants to know if we will follow school outbreaks, etc? Jill asks if we should discuss moving the tentative date back; Angela responds that we should keep the May date and address closer to the date. **If local case numbers increase the trustees will meet April 29th to discuss.** Gail to post notice of opening by the 26th.
- ❑ What does Library Staff need for supplies, support, etc.?
- ❑ Review and discuss existing By-Laws; Board Of Trustees thoughts for updates. Angela reminds Trustees to look at By-Laws.

New Business/Discussion Topics:

- ❑ Create Board Chair BPL email account - whomever is president will have access to the account.
- ❑ Compost Bin Fundraiser/Program (Dee). Watch your email for opportunities to help out with these programs!
- ❑ Trustee highlight in the newsletter: upcoming

Dee motioned, Tony seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:07 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, May 13 at 6:30 pm via ZOOM.

Respectfully submitted by,

Elaina Vitale
Bradford Public Library Board Secretary