Bradford Public Library
Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: December 9, 2021

Those who were present: Year:

- Gail Trede Library Director
- Angela Conrad-Schlager 2021
- Larry Coffin 2021
- Brad Johnston 2022
- Dee Chamberlain 2022
- Arvid Johnson 2023
- Dotti Unkles 2023
- Tony Brainerd
- Elaina Vitale Town Representative
- Jill Baron Town Representative
- Sean Fleming Town Representative

Those not Present:

- Eris Eastman Trustee Emerita
- Bud Haas
- Pam Johnson
- Laura Lornitzo

Meeting called to order at 6:33 pm by President, Angela Conrad-Schlager.

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

Public Comment: n/a

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board via email
- Sean motioned, Tony seconded, a motion to approve the Treasurer’s Report. All voted in favor.
  - Dee - adult programs, did $7k go to Calabash event? Money was granted. Tony - phone is in the red, was there an overage? Probably a mistake, check with Laura.
Arvid moves to table motion to approve given confusion about red budget items until we can resolve red budget items; Dee seconds. All voted in favor.

Sean suggests a yearly review or audit of and asks clarifying questions about investment history.

Brad moves, Sean seconds an annual review of financials. All voted in favor.

Sean adds review of donor software. Sean reviewed 5 donor software packages. Sean suggests Bloomerang, which is free, and supports orgs with less than $100,000 annual in donor income.

Library Director’s Report:

The Library Director emailed an extensive Librarian’s Report report to the Board of Trustees. Gail adds that she applied for 2 air quality monitors from the state. Gail also wants to use money from Carver funds for the literacy computer. Technology needs are growing–adaptors, etc, other small things.

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

2021-22 Annual Appeal:

Annual Appeal is active 2021-22 BPL Annual Appeal and word is out!

Follow up communication

Annual Appeal Deposits AA Deposits

Jill notes Paypal isn’t working still.

Committee Reports

Buildings and Grounds:

Air ventilation; information from Brad–ARC coming Jan 19 to clean, look over, and turn up temp of incoming air

Drain; between 2 properties, keep it clear (should be cleared routinely)

Holiday season lights are up; need new lights

Larry adds parking is getting worse and will likely continue to get worse—we should keep available parking on our radar

Fundraising:

Larry adds selling items like pressed glass dishes from Nordham family benefiting library

Technology:

Patron computer updates needed/tech support needed.

Grants:

Angela is working with Monique to consider grants for ventilation system
☐ Arvid has been investigating extending spiral staircase currently leading to mezzanine to the third floor (providing a secondary point of access for third floor)

Old Information/Topics:
☐ Angela (use of LIFE magazines for classroom)

New Information/Topics:
☐ Holiday Schedules (Sean Fleming)
☐ Creation of Policy and Procedure Committee:
    ☐ Meet in January 2022—email Angela if you are interested in joining!
☐ Covid/CDC updates and guidelines

Brad motioned, Arvid seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:06 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, January 13 at 6:30 pm. Annual meeting is also in January.

Respectfully submitted by,

Elaina Vitale
Bradford Public Library Board Secretary