

# 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