



# Bradford Public Library

- *Monthly Board of Trustees meeting will take place in the Reading Room at BPL, Bradford, VT*

**Meeting Date and Time:** Thursday, February 10, 2022 @ 6:30 p.m.

## Those who were present:

- Gail Trede
- Angela Conrad-Schlager
- Larry Coffin
- Brad Johnston
- Arvid Johnson
- Dotti Unkles
- Jill Baron
- Tony Brainerd
- Laura Lornitzo
- Elaina Vitale
- Sean Fleming

## Year:

Library Director  
2021  
2021  
2022  
2023  
2023  
2023

Town Representative  
Town Representative

## Those not Present:

- Eris Eastman
- Pam Johnson
- Bud Haas

Trustee Emerita

Trustee Emeritus

Meeting called to order at 6:32 by President Angela Conrad-Schlager.

## **Agenda Review/Amendment(s) to Agenda:**

Town – five year plan (Dotti)

**Review and approve minutes of:** January 13, 2022

- 20220113\_BPL\_minutes**
- Tony moves, Dotti seconds, a motion to approve the minutes. All voted in favor to approve.

**Public Comment:** n/a

**Treasurer's Report:**

- Tony moves, Larry seconds, a motion to approve the Treasurer's Report. All voted in favor.
- Laura adds that some Annual Appeal income has come in. Staff got W2s; quarterly tax statement for last year and tax document 990 are available for review.
- Angela, Laura, and Jill will be signers on the bank account at Wells River Savings. Larry moves, Tony seconds a motion to approve. All voted in favor.

**Library Director's Report:**

- Gail sent a detailed report to Trustees yesterday. Dotti moves, Larry seconds a motion to approve the report. Jill asks about the uptick in free meals; unclear why uptick. Tony asks about the staff refrigerator (Angela will coordinate next week). Larry wonders if BPL can give out N95s (Larry can research). All voted in favor of approving the Director's report.

**2021-22 Annual Appeal:**


- Annual Appeal Deposits **AA Deposits** (we met our AA goal and we met it early)

**Committee Assignments 2022:** **Committee Assignments:2022**

- Budget:** n/a
- Buildings and Grounds:** Angela did drain removal after the big snow. Brad updated that the ERV (energy recovery ventilator) is up to speed and was updated by ARC this week. Gail would like to start holding story hour again since there will be safe ventilation downstairs.
- Fundraising & Annual Appeal:**

- Yard sale? Fundraising committee will meet and report back in March about the date and a plan for the yard sale.
- Online donation site on BPL webpage
- Communications and Marketing:** n/a
- Personnel:**
  - Angela will be meeting with Gail to establish 2022 goals and evaluation process
- Policy and Procedure:**
  - Meeting in February; week of 2/15 or 2/22
- Technology:** n/a
- Grants:** n/a

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

-  BPL Board Member Contact Information & Emergency Contacts
- Furnace - Brad is getting prices for new furnaces to possibly use grant monies towards (Gail adds this could also be part of town's five year plan submission)

#### **New Business/Information:**

- Stewardship report - Preservation Trust of VT did their annual visit to inspect the building. Larry asks how long we will be subject to the lien/annual visit.
- Safety concerns at BPL; recent events at BPL, discussion, next steps
  - Angela's conversation with Officer Shaffer—police can step in if a physical altercation occurs related to masking but not a verbal altercation. Should an incident occur with a patron saying inappropriate things/not observing personal distance the police should be called. He also suggested setting a standard of acceptable/appropriate behavior from patrons (*to be established in upcoming Policy & Procedure meeting, also advice received from VT Department of Libraries*).
  - Possibility of getting volunteer(s) on Wednesday evenings (6-8 or 7-8), or possibly change BPL's hours on evenings – Dotti and Angela will be available Wednesday evenings.
- Other

#### **Other Business to come before the Board of Trustees**

COVID and CDC updates; current recommendations and plans moving forward

Sean moves, Laura seconds a motion to adjourn. All voted in favor. Meeting adjourned at 7:51.

**The next meeting is:** Thursday, March 10, 2022 @ 6:30 pm