



Bradford Public Library

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

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| ● Gail Trede | Library Director |
| ● Angela Conrad-Schlager | 2024 |
| ● Larry Coffin | 2021 |
| ● Brad Johnston | 2022 |
| ● Arvid Johnson | 2023 |
| ● Dotti Unkles | 2023 |
| ● Jill Baron | 2023 |
| ● Tony Brainerd | 2024 |
| ● Laura Lornitzo | 2025 |
| ● Elaina Vitale | Town Representative |
| ● Sean Fleming | Town Representative |

Those not Present:

- | | |
|----------------|------------------|
| ● Eris Eastman | Trustee Emerita |
| ● Pam Johnson | |
| ● Bud Haas | Trustee Emeritus |

Angela called the meeting to order at 6:34 pm.

Agenda Review/Amendment(s)to Agenda:

Tony adds a donation to the agenda for tonight.

Review and approve minutes of: February 10, 2022

- [20220210_BPL_minutes](#)
- Tony moves, Arvid seconds the minutes of February 10, 2022. All approved the February minutes.

Public Comment: member of public asks what percentage of VT libraries comes from tax revenue? Are some libraries private entities and some public entities?

Treasurer's Report:

- Laura sent a detailed treasurer's report to trustees; Laura clarifies the ARC expenditure is from the ventilation system cleaning/maintenance—trustees budgeted for this in a past meeting. Laura will clarify what fund this should come from in the next report. Gail asks for the Poemtown promo to be moved to Mgmt., supplies and promo line. Larry moves, Tony seconds a motion to approve the treasurer's report. All voted in favor.
- Signers (update Jill Baron) at Wells River Savings Bank; need approved 2/10/22 minutes (approved)
- Tony: Harriett Pratt Peterson donation (\$20k); suggestion to move funds to capital fund
- Employee Hours at BPL (Jill, Angela, Laura, Gail)
 - Assessing safety/risk for BPL staff
 - Jill proposes 4 options for a new staff member (Jill's proposal is here: [2022 Proposal for 2 employees at a time](#)):
 1. Hire employee for 27 hours @ \$15/hour = \$405/week, \$1,620/month, \$20,927/year with FICA
 2. Hire employee for 17 hours @ \$15/hour = \$255/week, \$1,020/month, \$13,176/year
 3. Hire employee for 15 hours @ \$15/hours = \$225/week, \$900/month, \$11,626/year
 4. Hire employee for 9 hours @ \$15/hours = \$135/week, \$540/month, \$6,976/year
 - Discussion: possibility of volunteers covering some of these hours? Volunteers are budget neutral but may not be as reliable as a paid employee. 2021 surplus was \$13.5k. Possibility of putting into town budget moving forward. Could the budget/finance committee discuss and make a recommendation at the next meeting? Trustees are all in support of the budget/finance committee discussion.

Library Director's Report:

- Gail sent a detailed Director's Report to trustees. Sean moves, Elaina seconds a motion to approve. All voted in favor. Gail thanks Dottie for putting together the current exhibit on display in BPL. Gail needs help getting posts for the Little Free Libraries (timeline for the LFL in Elizabeth's Park - April 16)(Arvid and Brad can help). Gail also has a program idea for "World Camp" and is looking for international community members to talk about their countries and customs/cultures.
- Technology needs: printer, computers, technology support. Gail elaborates that the Windows computers are in good shape but the Macs are updated as far as they can go (2011 models). Macs are outdated—technology updates should be added to the 5 year plan. Possibility of a shared technology support person for a few hours a month?

2021-22 Annual Appeal:

- Annual Appeal Deposits † AA Deposits

Committee Assignments 2022: ☰ Committee Assignments:2022

- Budget**
 - 5 year plan (per Town of Bradford planning commission); what is the financial impact?
 - New equipment needs; financial impact?
- Buildings and Grounds:**
 - ERV update (maintenance update from Brad - timer switch has been replaced, hasn't received invoice yet)
- Fundraising & Annual Appeal:**
 - Yard sale: **May 28, 2022 at Jill's**
 - Committee meeting Wednesday, March 23, 2022 @ 6:00 pm (all are welcome!)
 - Online donation site on BPL webpage
- Communications and Marketing: n/a**
- Personnel:**
 - Angela meeting with Gail to establish 2022 goals and evaluation process
- Policy and Procedure:**

- Meeting minutes [20220216 P&P minutes](#)
- Next steps
- Technology: n/a**
- Grants: n/a**

Old Information/Topics:

- [BPL Board Member Contact Information & Emergency Contacts](#)

New Business/Information:

- Trustees should let Gail know in advance if they are using the space or bringing contractors etc. into the building.

Other Business to come before the Board of Trustees

- COVID and CDC updates; current recommendations and plans moving forward
 - MASK MANDATE** conversation; new CDC and VT Department of Health information. How does BPL want to proceed? BPL staff are comfortable removing the mask mandate (masks are still recommended) but staff may still mask. Arvid moves, Tony seconds, a motion to make the update in signage tomorrow. All trustees voted in favor.
- Jill asks if Gail can share information about patron interactions, statistics, door counts, patron emails/questions that are being tracked.

Adjourn

Elaina moved, Tony seconded a motion to adjourn. All trustees voted in favor. Meeting adjourned at 7:56 pm.

The next meeting is: Thursday, April 14, 2022 @ 6:30 pm