

# Bradford Public Library

Bradford, VT 05033

*DRAFT* Board of Trustees Monthly Meeting Minutes

DATE: April 14, 2022

## Those who were present:

## Year:

- |                          |                  |
|--------------------------|------------------|
| • Gail Trede             | Library Director |
| • Angela Conrad-Schlager | 2024             |
| • Larry Coffin           | 2024             |
| • Brad Johnston          | 2025             |
| • Laura Lornitzo         | 2025             |
| • Arvid Johnson          | 2023             |
| • Pam Johnson            | 2023             |
| • Jill Baron             | 2025             |


## Those not Present:

- |                 |                     |
|-----------------|---------------------|
| • Eris Eastman  | Trustee Emerita     |
| • Bud Haas      | Trustee Emeritus    |
| • Dotti Unkles  | 2023                |
| • Tony Brainerd | 2024                |
| • Elaina Vitale | Town Representative |
| • Sean Fleming  | Town Representative |

Meeting called to order at 6:39 pm by President, Angela Conrad-Schlager.

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

**Review and approve minutes of:** March 10, 2022

-  20220310\_BPL\_minutes

## **Public Comment:**

L. Coffin motioned, A. Johnson seconded a motion to approve the minutes of March 10, 2022. All present voted in favor.

### **Treasurer's Report:**

- A monthly Treasurer's report was submitted to the Board via email
- The Town of Bradford sent money for January-March
- Something to consider, high fuel prices
- Employee Hours at BPL (Budget Committee's task form the Board)
  - Discussion ensued
  - A. Johnson motioned, L. Coffin seconded a motion to approve and move forward with the Budget Committees recommendation for the staffing and hours changes at BPL. These changes would go into effect May 1, 2022. All present voted in favor.
  - L. Coffin asked the question, does BPL close if 2 staff members cannot be present? He also stated that Board of Trustee members may be called on to volunteer if there are staffing shortages.
  - The Policy & Procedures committee will need to create a policy for hours of operation based on staffing.

B. Johnston motioned, L. Coffin seconded a motion to approve the Treasurer's Report. All present voted in favor.

### **Library Director's Report:**

- A monthly Library Director's report was shared with the Board




A. Johnson motioned, J. Baron seconded a motion to approve the Library Director's Report. All present voted in favor.

### **2021-22 Annual Appeal:**

- Annual Appeal Deposits  AA Deposits

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

- Budget**
  - 5 year goals (per Town of Bradford); what is the financial impact?
- Buildings and Grounds:**

- Thompson Fuels proposal was sent to BPL; are we happy with current service? What do we need to consider for the 2022-23 winter?
- Fundraising & Annual Appeal:**
  - Yard sale: **May 28, 2022**; the goal is to make \$3,000
  - Fundraising
    - J. Baron stated that fundraising needs to be a focus for the entire year
    - A Fundraising Committee retreat to discuss improving the annual appeal process and making use of donor management software to track AA progress
    - Possible fundraising events: Fall Oktoberfest @ The Space on Main, a music event
- Communications and Marketing:**
  - Website enhancement; we need it! Do we need to budget money to enhance the BPL website?
  - Make use of social media; “Happy Patrons” stories, the story of the library, why people love BPL, etc.
- Personnel:**
  - Angela & Gail: establish 2022 goals and evaluation process
- Policy and Procedure:** \*SAVED FOR THE MAY MEETING\*
  - DRAFT POLICIES for review/acceptance:
    -  Gifts to the Library Policy
    -  Rules of Conduct
    -  Emergency Closure and Holiday Schedule
- Technology:**
- Grants:**

#### Old Information/Topics:

-  BPL Board Member Contact Information & Emergency Contacts

#### New Business/Information:

- Angela and Larry will present the new BPL staffing and hours changes to the Bradford Select Board on 4/28/2022

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

- COVID and CDC updates; current recommendations

L. Coffin motioned, B. Johnston seconded a motion to adjourn at 7:33 pm. All present voted in favor.

**The next meeting is:** Thursday, May 11, 2022 @ 6:30 pm

Respectfully submitted by,

Angela Conrad-Schlager  
Bradford Public Library President