

Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: May 19 2022

Those who were present:

Year:

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

Those not Present:

- | | |
|------------------|------------------|
| • Laura Lornitzo | |
| • Eris Eastman | Trustee Emerita |
| • Bud Haas | Trustee Emeritus |

Meeting called to order at 6:30 pm by President, Angela Conrad-Schlager.

T. Brainerd motioned, B. Johnston seconded, a motion to approve the minutes of April 2022. All voted in favor.

Public Comment:

n/a

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board via email

- ❑ T. Brainerd motioned, B. Johnston seconded, a motion to approve the Treasurer's Report. All voted in favor.
- ❑ IRS form filed by paper and not electronically; Laura refiled this year and noted a fine for refileing. Tony comments about 20k from Harriet Pratt Peterson—hopes Trustees can discuss how to spend the remainder of the money at the June meeting.

Library Director's Report:

- ❑ The Library Director emailed an extensive Librarian's Report report to the Board of Trustees.
- ❑ T. Brainerd motioned, A. Johnson seconded, a motion to approve the Library Director's report. All voted in favor.
- ❑ Jill asks about Bites and Bytes story slam—asks for additional info.
- ❑ Elaina asks about computer basics classes.
- ❑ Jill asks how staffing changes are. Gail reports—positive!

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:**
 - ❑ Little Libraries—LLs are getting new roofs. Brad is taking care of LL renovations.
- ❑ **Communications and Marketing:** n/a
- ❑ **Personnel:**
 - ❑ Angela & Gail: establish 2022 goals and evaluation process
- ❑ **Policy and Procedure:**
 - ❑ DRAFT POLICIES for review/acceptance:
 - ❑ ☰ Gifts to the Library Policy - Arvid moves, Tony seconds, a motion to discuss Gifts. Jill suggests 3 edits. All voted in favor of approving edits.
 - ❑ ☰ Rules of Conduct - Tony moves, Arvid seconds, a motion to discuss Rules of Conduct. Edits suggested include prohibiting weapons and the paragraph about children. Arvid makes a motion

to table, Larry seconds. Rules of Conduct to be revisited at the June meeting.

- Emergency Closure and Holiday Schedule** - Elaina moves, Tony seconds, a motion to discuss the Holiday Schedule. All voted in favor.

Technology: n/a

Grants: n/a

Fundraising & Annual Appeal:

Fundraising: Larry (Dr. Munson's items) - separate sale to benefit Library (two truckloads of stuff)

Yard sale: **May 28, 2022; 8-1**

Review event and Board members' responsibilities. Set up at 6:30 am, breakdown starting at 1.

Larry has already sold a number of things to benefit the Library on the listserv.

Old Information/Topics:

- BPL Board Member Contact Information & Emergency Contacts**

New Business/Information:

- Document shared with the Bradford Selectboard (4/28/22) about the BPL Hours reduction—the Selectboard was supportive.
- Welcome Anna Peart! New(ish) BPL staff member

Other Business to come before the Board of Trustees

- COVID and CDC updates; current recommendations

Arvid moved, Tony seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:32 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, June 9 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale
Bradford Public Library Board Secretary