Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: May 19 2022

Those who were present:

- 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 refiling. 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

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