

# Bradford Public Library

Bradford, VT 05033

**DRAFT** Board of Trustees Monthly Meeting Minutes

DATE: June 9 2022

**Those who were present:**

**Year:**

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

**Those not Present:**

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

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

B. Johnston motioned, A. Johnson seconded, a motion to approve the minutes of May 2022. All voted in favor.

**Public Comment:**

n/a

**Treasurer's Report:**

- ❑ A monthly Treasurer's report was submitted to the Board via email
- ❑ B. Johnston motioned, E. Vitale seconded a motion to approve the Treasurer's Report. All voted in favor. Laura reports additional proceeds from the photographer who exhibited photos in the library, and an additional gift. \$500 from Washington Electric for Poem Town and \$300 from the Department of Libraries for summer programming. Yard sale proceeds will be in July Treasurer's report.

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

- ❑ The Library Director emailed an extensive Librarian's Report report to the Board of Trustees. Gail adds that the little round table in the children's room is falling apart; she's trying to fix it and has temporarily replaced it with a table from home. The book sale in the library has generated additional \$27 in proceeds for the library. Gail asks each board member to take a box of books to the transfer station when possible. Gail will be showing a children's matinee at 1:30 on Wednesdays this summer.
- ❑ B. Johnston motioned, S. Fleming seconded a motion to approve the Library Director's report. All voted in favor.

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

- ❑ **Budget**
  - ❑ For July Meeting; current budget impact of personnel changes
- ❑ **Buildings and Grounds:**
  - ❑ Little Libraries–updates coming!
  - ❑ Summer building needs? Gail reports none.
  - ❑ Jill asks if anyone has ever been paid to come in and clean up the hillside with knotweed. What about using the anonymous maintenance fund or asking the town what they are or are not paying for in terms of maintenance? Dotti and Angela will inquire and report back at the July meeting.
  - ❑ Brad reiterates his desire to turn the empty lot across the street into library property. Jill suggests collaborating with Parks & Rec.
- ❑ **Fundraising & Annual Appeal:**
  - ❑ Dr. Munson's items–separate yard sale. Larry gave an update of the contents of the yard sale.
  - ❑ Memorial Day sale–we made \$2687!

- Streamlining annual appeal–Jill suggests having a planning session this summer to look at donor management options, streamlining, etc. (In addition to the fundraising committee Sean would like to attend.)
- Communications and Marketing:** n/a
- Personnel:**
  - Angela & Gail: establish 2022 goals and evaluation.
- Policy and Procedure:**
  - DRAFT POLICIES for review/acceptance:
    - Rules of Conduct** updated with recommendations, Sean moves and Arvid seconds a motion to approve; all vote in favor.
    - DRAFT 1B: Expectations and Norms for Bradford Public Libr...** ; for review and discussion at the July meeting.
- Technology:** n/a
- Grants:** n/a

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

- BPL Board Member Contact Information & Emergency Contacts**

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

- Summer Programs
  - Adult book discussions, children’s programming includes reading challenge between adults and kids, crafty Tuesdays for elementary school kids, Wednesday movie matinees, Friday regular story hour, a magician is coming in August.
- 5 year plan – discuss and plan for at the July meeting

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

- COVID and CDC updates; current recommendations

J. Baron motioned, B. Johnston seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:17 pm.

Next Monthly Board of Trustees meeting is scheduled for Thursday, July 14 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale  
Bradford Public Library Board Secretary