

Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: July 14, 2022

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| • Betsy Kane | Librarian |
| • Jill Baron | 2025 |
| • 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:

- | | |
|-----------------|------------------|
| • Tony Brainerd | 2024 |
| • Eris Eastman | Trustee Emerita |
| • Bud Haas | Trustee Emeritus |

Meeting called to order at 6:38 pm by President, Angela Conrad-Schlager.

B. Johnston motioned, D. Unkles seconded, a motion to approve the minutes of June 9 2022. All voted in favor.

Public comment: n/a

Treasurer's Report:

- ❑ A monthly Treasurer's report was submitted to the Board via email. Laura notes fundraising proceeds were added and the cash box deposit of \$85. Grant

income is explained in notes below on the budget report. Annual big insurance payment came through in June.

- B. Johnston motioned, A. Johnson seconded, a motion to approve the Treasurer's Report. All voted in favor.

Library Director's Report:

- The Library Director emailed an extensive Librarian's Report report to the Board of Trustees. Questions about Koha, free meal statistics, and speakers for matinee all fielded by Betsy. Programming numbers are up this week.
- A. Johnson motioned, D. Unkles seconded, a motion to approve the Library Director's report. All voted in favor.

2021-22 Annual Appeal:

- Annual Appeal Deposits  AA Deposits

Committee Assignments 2022: Committee Assignments:2022

- Budget**
 - For August Meeting--current budget impact of personnel changes
- Buildings and Grounds:**
 - Refrigerator update (Angela)--investigating apartment-sized fridge ~\$500, reached out to Thompson as possible sponsor or donor. Brad adds a note about landscaping, can we take down the unsightly trees?
- Fundraising & Annual Appeal:**
 - Dr. Munson's items yard sale (Larry)--will be working with auctioneer
 - Committee presentation to Board;** new software possibility and plans for 2022-23 Annual Appeal process (Laura, Angela, Jill, Elaina, Sean). Software is \$19 a month (\$228 p/ year). Possibilities include sustaining member options, leveraging social media, different payment methods like paypal and metapay, modernizing marketing materials, streamlining the AA process throughout the year. Questions: who will do data entry? What about cleaning up the old data? Arvid makes a motion to approve, Brad seconds. All vote in favor.
- Communications and Marketing:** n/a
- Personnel:** Angela and Gail set goals for this year.
- Policy and Procedure:**

- Set date for next committee meeting
- DRAFT POLICIES for review/acceptance
 - DRAFT 1B: Expectations and Norms for Bradford Public Libr...** ;
for review and discussion at the July meeting. All vote in favor of approving expectations and norms.
- Technology:** n/a
- Grants:** n/a

Old Information/Topics:

- BPL Board Member Contact Information & Emergency Contacts**

New Business/Information:

- STRATEGIC PLANNING for BPL (next 5 years)
 - Trustee thoughts:
 - Laura:** invest in our website, establish a Friends of the Library group
 - Larry:** Friends of the Library, organize the third floor, parking
 - Brad:** purchase ex-Low mansion property, expand Library property to building to the south and consider an addition on that land
 - Arvid:** explore actual access to third floor, invest in grounds
 - Jill:** website, parking, Low-mansion property, solar panels, more welcoming front door
 - Elaina:** overhaul our website and web presence, expand and invest in library grounds, invest in staff training and professional dev
 - Pam:** parking, third floor
 - Dotti:** parking, website
 - Sean:** staff development, invest in office space for staff
 - Angela:** modernized website, phase out old computers and bring in new computers, funding for professional dev for librarians, fix side steps
 - Angela and Gail discussion

Other Business to come before the Board of Trustees

- COVID and CDC updates; current recommendations

B. Johnston motioned, L. Lornitzo seconded, a motion to adjourn. All voted in favor.
Meeting adjourned at 7:40 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, August 11 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale
Bradford Public Library Board Secretary