

Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: August 11, 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 |
| ● Brad Johnston | 2025 |
| ● Dotti Unkles | 2023 |
| ● Sean Fleming | Town Representative |
| ● Elaina Vitale | Town Representative |

Those not Present:

- | | |
|------------------|------------------|
| ● Eris Eastman | Trustee Emerita |
| ● Laura Lornitzo | |
| ● Pam Johnson | |
| ● Bud Haas | Trustee Emeritus |

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

Agenda Review/Amendment(s)to Agenda: n/a

D. Unkles motioned, B. Johnston seconded, a motion to approve the minutes of July 14, 2022. All voted in favor.

Public Comment: n/a

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board via email
- Trustees echo Laura's concern about the heating bill for the winter. We can cover from another line item or pull more money from additional funds to cover heating. Further discussion moved to new business and to be resumed in September. Questions for Laura: Where does our fuel come from? Would we miss an opportunity to get a better price by waiting until September? Did we under-budget internet and phone costs for the year or have costs gone up? We are slated to go over. Do we know how much our investment in the solar farm offsets our electricity bill?

T. Brainerd 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. Trustees were impressed by the number of patrons that have been visiting. The strategy to change staffing structure has paid off! What is the cost of ILL?

S. Fleming motioned, L. Coffin seconded, a motion to approve the Library Director's report. All voted in favor.

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

- Budget**
 - current budget impact of personnel changes--Laura is not here to discuss, move discussion to September.
- Buildings and Grounds:**
 - Refrigerator update (Angela and Gail)--VT Council for Humanities will cover the remainder of the refrigerator cost over what board has approved.
 - Arvid: landscaping. Thank you Arvid for stepping up and working on the landscaping!
 - Dotti: will check with the selectboard about getting a dog waste sign for the sidewalk across the street.
 - Little Libraries suggestion: transfer station (maybe put shelves inside).
- Fundraising & Annual Appeal:**

- Dr. Munson's items yard sale (update) – appraisal Saturday afternoon
- Next steps for the Annual Appeal Committee by September 1:

Produce list of 2018-2021 donors	Laura
Clean up data on new spreadsheet	Elaina
Implement Bloomerang	Sean
Get Patron List from Gail 2020-2022	Angela
Write letter and condensed copy	Jill and Angela

- 2021-22 Annual Appeal Deposits + AA Deposits
- Fall 2022 Fundraising ideas - focus on Annual Appeal
- Communications and Marketing:** n/a
- Personnel:**
 - Angela and Gail; July meeting to review the previous year and set goals for this year. Materials forthcoming to trustees.
 - Library Director's Evaluation & Professional Development 2022-23
- Policy and Procedure:**
 - Set date for next committee meeting
- Grants:** n/a
- Technology:** Gail has technology projects in the works to discuss with the Technology Committee! Ray at Infotech in Fairlee set up a 5 year plan for technology improvement.

Old Information/Topics:

- ☰ BPL Board Member Contact Information & Emergency Contacts

New Business/Information:

- STRATEGIC PLANNING for BPL (next 5 years)**
 - Review ideas from July meeting; continue discussing at September meeting
 - New/amended ideas:
 - Jill: sustainability/energy efficiency plan–energy alternatives
 - Sean: expand Library Director position to a full-time position with benefits

Angela and Gail: Document

Strategic Plans~ Future plan for BPL (2022-2027)

Upcoming heating bills - Tony will investigate alternate heating oil options. Have we explored weatherization? Do we have the results from the (2018 or 2019?) energy audit available? If they made recommendations can we explore them? Is it worth investigating with Historic Preservation to see if they are relaxing policies for things like heat pumps? How many gallons of oil did we use last year? Touch base with Efficiency Vermont to see about getting an updated audit. Continue discussion at the September meeting.

Other Business to come before the Board of Trustees

COVID and CDC updates; current recommendations

A. Johnson motioned, T. Brainerd seconded, a motion to adjourn. All voted in favor. The meeting adjourned at 7:43 pm.

The next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, September 8th at 6:30 pm.

Respectfully submitted by,

Elaina Vitale
Bradford Public Library Board Secretary