

# Bradford Public Library

Bradford, VT 05033

## ***DRAFT*** Board of Trustees Monthly Meeting Minutes

DATE: January 12, 2023

### **Those who were present:**

	<b><u>Year:</u></b>
● Gail Trede	Library Director
● Jill Baron	2025
● Larry Coffin	2024
● Angela Conrad-Schlager	2024
● Dotti Unkles	2026
● Sean Fleming	2026
● Arvid Johnson	2025
● Brad Johnston	2025
● Laura Lornitzo	2025
● Elaina Vitale	Town Representative

### **Those not Present:**

● Eris Eastman	Trustee Emerita
● Bud Haas	Trustee Emeritus
● Tony Brainerd	2024
● Pam Johnson	2023

Meeting called to order at 6:46 pm by President, Angela Conrad-Schlager.

### **Election of Officers for the 2023 Year:**

#### **Officers for the 2023 Year-**

- President: Angela Conrad-Schlager
- Vice President: Jill Baron
- Secretary: Dotti Unkles (for a one year term)
- Treasurer: Laura Lornitzo

Larry moves the slate, Sean seconds. All vote in favor.

## **GUEST: Terry Miller**

- Bradford Public Library Website Proposal**

- BPL Website; update and make more user friendly/accessible**

Terry would customize an updated page and work on analytics, etc. Terry would also train Gail & staff to make website updates, etc. Terry wants all web content & permissions to be in the library's hands and not her hands. Terry's fees are really just for her time.

L. Coffin motioned, D. Unkles seconded a motion to contract with Terry to update the website. All voted in favor.

## **Library minutes**

L. Coffin motioned, D. Unkles seconded, a motion to approve the minutes of December 2022. All voted in favor.

**Public Comment:** n/a

## **Treasurer's Report:**

- A monthly Treasurer's report was submitted to the Board via email
- Current status on fuel expenditures

D. Unkles motioned, L. Coffin 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.

E. Vitale motioned, A. Johnson seconded, a motion to approve the Library Director's report. All voted in favor.

## **ARPA Federal Funds:**

- 2nd letter (Air Quality) was sent to the ARPA subcommittee: Have not yet heard back from the Bradford Selectboard.
- 11/9/22: ARPA Sub-Committee Request; Air Ventilation**
- Grant possibilities for air quality project (s) but nothing definite yet.

## **2022-23 Annual Appeal:**

- 2022-23 Annual Appeal  2022-23 Annual Appeal
- Have the opportunity to raise \$23,500 with matching donor
- 2022-23 Annual Appeal Donations:**
  - 2022-23 Annual Appeal Donations (BPL)

## Committee Assignments 2023: Establish 2023 Committee Assignments (Feb 23)

### Committee Assignments:2022

### Committee Assignments: 2023(all trustees to sign up for relevant committees)

- Budget**
  - n/a
- Buildings and Grounds:**
  - Need to gather necessary information for ARPA Funds **\*WAITING\***
  - Keep drains cleared
  - Gail got an estimate for scraping & sanding window casings & sills (\$10k including lift and all materials); Gail also found a grant from VT Preservation Trust that could be applied towards the estimate. Angela & Gail will write a letter of inquiry.
- Fundraising & Annual Appeal:**
  - 2023 Fundraising ideas & events
  - Schedule a committee meeting
- Communications and Marketing:**
  - BPL Webpage
- Personnel:**
  - n/a
- Policy and Procedure:**
  - Set date for next committee meeting (January 2023)--start with computer use policy
- Grants:**
  - Grants available; air ventilation, others?

## Old Business/Discussion Topics:

n/a

## New Business/Discussion Topics:

n/a

E. Vitale motioned, A. Johnson seconded, a motion to adjourn. All voted in favor.  
Meeting adjourned at 7:30 pm.

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

Respectfully submitted by,

Elaina Vitale  
Bradford Public Library Board Secretary