

# Bradford Public Library

Bradford, VT 05033

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

DATE: May 11, 2023

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

### **Year:**

- |                          |                  |
|--------------------------|------------------|
| • Gail Trede             | Library Director |
| • Jill Baron             | 2025             |
| • Larry Coffin           | 2024             |
| • Angela Conrad-Schlager | 2024             |
| • Tony Brainerd          | 2024             |
| • Sean Fleming           | 2026             |
| • Arvid Johnson          | 2026             |
| • Laura Lornitzo         | 2025             |
| • Dotti Unkles           | 2026             |

### **Those not Present:**

- |                  |                                |
|------------------|--------------------------------|
| • Eris Eastman   | Trustee Emerita                |
| • Bud Haas       | Trustee Emeritus               |
| • Denise Shannon |                                |
| • Elaina Vitale  | Town Rep. (on maternity leave) |
| • Brad Johnson   |                                |

Meeting called to order at 6:31 pm by President, Angela Conrad-Schlager.

There was no meeting in April. Final approval of March minutes will be shelved until the June meeting.

There were no public comments made when the floor was open for such.

Angela shared that the library had received a letter with an old postcard of the library included, as well as a check for \$100.00.

A \$300.00 check was received for the summer reading program.

### **Treasurer's Report:**

- A monthly Treasurer's report was submitted to the Board via email
- Some corrections were needed, as a result of which, Laura will send updated report correction for April

Larry motioned, Sean seconded, a motion to table approval of the Treasurer's Report until updated corrections made. Before the end of the meeting, Laura reported updated information with corrections. Larry motioned, Arvid seconded a motion to approve the treasurer's report. All approved the motion.

- Annual appeal nearly done. As we end fiscal year, more money may trickle in based on annual appeal. \$10,000 matching monies + others
- Matching grant \$5000.00 for painting from Vermont Humanities
- Library needs assessment has been completed. We are now able to apply for grants. Timeline-begin in September.

#### Expected & Unexpected Costs

- We bought a printer
- Painting needs to be completed
- Insurance quote has almost doubled (Bryan Schlager will review)
- Due to the high cost of oil, Tony suggested we wait before ordering/pre-buying from Dead River Oil, in order to see what prices do

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

- The Library Director emailed an extensive Librarian's Report report to the Board of Trustees.

Larry motioned, Jill seconded, a motion to approve the Library Director's report. All voted in favor.

Gail shared a large list of summer programming activities, such as, Bubble Bonanza Challenge, costs will be split with Fairlee and Humanity Theatre Camp. Melissa Mann will be directing the theatre camp. The performance will be held in the park. The Boy scouts will cook hot dogs.

There is also a Good Citizen challenge occurring here and across the state.

Gail would like to give out books to the children of farm workers.

Toaster oven has been purchased.

The home page on the BPL's website has been changed. The monthly welcome page will change monthly.

Design your garden is this Saturday.

BPL has a seed catalogue.

Jill identified the need for a library profile, maybe in fall.

Gail has been working more hours through meetings & continuing ed. Sean and Jill suggested that Gail track her hours, in order to determine if we need to budget for more hours. Fairlee tried to recruit Gail for a full time position at their library. The following suggestions and options were discussed: Sean- make the library director's job full time with benefits, Laura -possibly move Gail to hourly pay. Gail reported that she does book work at home, and that activities sometimes occur on weekends. The Board expressed the need to monitor Gail's hours over the next few months

### **Old Business/Discussion Topics:**

Strategic Plan-Angela & Jill identified that buildings and grounds have the most need

Securing railing still needs to happen

Our generous donor will make matching a donation again for the next appeal.

Tote bags- Angela will check into this in the summer

Gail & Terry will develop a privacy use policy.

How fast can people respond to the immediate needs of the library via email and phone.

ARPA- Brad explained to Angela about the use of covert air exchange. Next step-talk to an engineer, and make formal plans to present to historic preservation. Brad is currently at the select board meeting to see if they will issue \$3,000.00. Operating cost for electricity is currently low. What will cost be once we have an air exchange system in place.

### **Yard Sale**

There is a sign up. Question-Do we have enough stuff for yard sale? Gail has many books and plants for the yard sale. Angela has bikes & books. Larry has house hold items. Sean offered to make bagels & Angela offered to make muffins or scones. Billy will make sweet tea.

### **Advertising**

Larry will put on list serve

Gail/Library will purchase ads from the JO (\$45.00) and from the Bridge Weekly (\$26.00).

Angela will put on Facebook & Conrad's Confections

We will ask Monique to put on Connecting Bradford

Needs

Price things in advance

We need petty cash & cash box- Gail will get

Placards (We already have some)

Large yard sale signs

What if it rains? Decision- We are not having the sale during the pouring rain.

Laura will follow the weather, and make the call whether to cancel/postpone. Larry will post on the list serve if the yard sale is cancelled for Saturday or postponed until Sunday.

**New Business/Discussion Topics:**

No new business needs identified

Arvid motioned, Larry seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:01 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, June 8, 2023 at 6:30 pm.

Respectfully submitted by,

Dotti Unkles  
Bradford Public Library Board Secretary