

# Bradford Public Library

Bradford, VT 05033

Board of Trustees Monthly Meeting Minutes

DATE: August 10, 2023

## Those who were present:

- Gail Trede
- Jill Baron
- Larry Coffin
- Angela Conrad-Schlager
- Sean Fleming
- Arvid Johnson
- Brad Johnston
- Dotti Unkles
- Denise Shannon

## Year:

Library Director  
2025  
2024  
2024  
2026  
2026  
2025  
2026  
2026

## Those not Present:

- Eris Eastman
  - Bud Haas
  - Tony Brainerd
  - Laura Lornitzo
  - Elaina Vitale
- Trustee Emerita  
Trustee Emeritus  
2024  
2025  
Town Rep (maternity leave)

Meeting called to order at 6:35 pm by President, Angela Conrad-Schlager.

Arvid motioned, Brad seconded, a motion to approve the minutes of July with a small change. All voted in favor.

## **Treasurer's Report:**

- A monthly Treasurer's report was submitted to the Board via email on the day of the meeting. Most members did not see it in time.
- Gail printed and gave us all a copy at the meeting.

Sean motioned, Arvid seconded, a motion to approve the Treasurer's Report. All voted in favor.

**Question:**

Are we likely to go over budget?

**Response:**

We didn't budget for extra staff. For overall safety and security, we made the decision to add another staff person. We will add the extra staff into the next budget.

Activities will be funded through grants and closely related budget categories.

We are over on the income side as well. For the first time we received a lump sum payment.

We were approved for *and received* \$20,000 in ARPA funds from the town.

**Question:**

Is it possible to get more information with financial reports, i.e., profits and losses?

**Response:**

Board should consider what information they would like to receive.

**Library Director's Report:**

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

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

**Discussion:**

There is a hole in the wall downstairs. This is most likely due to the air conditioner leaking and humid air, creating wet wood. The dry wall also needs to be patched. Brad will patch the hole.

The library has been very busy this summer with many programs going on. Adult crafting will resume in September. Gail will be completing a 30 page state library survey, some of the questions ask about salary & benefits, as well as job descriptions.

**Question:**

Has Gail recorded her total hours related to library work (whether being done at home or the library)?

**Response:**

Gail responded that it is hard to record her hours when away from the library.

The Board responded that we appreciate all her efforts, but we need to compensate her for her time.

Anna's last day is Friday the 18<sup>th</sup>. Angela will put together a gift bag. There will be a 2:00 ice cream social, and summer reading with Anna. She and her family are invited to the pot luck.

There is a meeting on the 21<sup>st</sup> for the Bradford Dev. Review Board.

**Old Business/Discussion Topics:**

Health & safety. Some patrons are voicing concern/fear regarding the homeless and possible drug users hanging around the library.

**New Business/Discussion Topics:**

We received an email communication & letter from Marcey Carver regarding her proposed project and the August 21<sup>st</sup> review meeting. Our job as a board is to do the best we can for the library. Parking continues to be an issue for us, no matter what decision is made by the Review Board.

Library guest in attendance: Patsy Belknap was brought forward by Gail to fill Anna's part-time position. Sean made a motion to hire Patsy for the part-time position, Arvid seconded. All voted in favor of hiring.

Larry attended the Select Board meeting- Russ was there, and spoke of problems in the town. Russ reported that someone stayed all night at the BA. He found the person when he arrived at 4AM. Russ responded to the question of a port-a-potty being set up in town. He voiced that he thought a port-a-potty would attract more substance abusers. He reported that there are 12 regulars. Two of those hanging around are sex offenders. People are finding needles around town and on Wrights Mountain where some of these individuals have been camping out. Russ reported that substance abuse and mental health issues have become a significant problem within Bradford.

Gail did not cut off services after library closing hours as the internet and the alarm system are interconnected. One homeless young man is storing his ice cream in the library freezer.

***Current issues:***

Trash is being left on the library steps. Gail set out a trash can and it was completely full after 2 days. Where do we store the accumulated trash, now that it has increased?

Trash cans were removed from the down town two years ago due to the high cost, \$14,000.00 a year.

Patrons aren't using the outdoor table and chairs because they are being used by homeless drug users, who are leaving them in "disgusting" condition.

Some patrons voiced that they are afraid to come to the library because of the drug users and homeless camping out at the library. The three articles and television coverage helped to bring awareness to the issue, but may have also made people nervous.

***Discussion and Next Steps:***

Do we want to remove the table and chairs? Jill moved, Sean seconded to remove the table and chairs from the library grounds. Angela volunteered to store the table and

chairs at her house, until we are able to return them to the library grounds without incident. A recommendation was made to write a letter to the editor explaining why we are removing said items.

Larry recommended that a Board member join the Resiliency Committee in order to identify and address next steps for issues that the town and library are now experiencing. Sean volunteered.

A recommendation was made that the library board write a letter asking the select board to consider including in the next year's budget, the purchase/rental of a port-a-potty with a sharps container, and returning trash cans to the down town area, as well as placing recycling bins around town. Angela volunteered to write the letter.

A recommendation was made for the placement of security cameras around the library. Installation and the purchase of a camera/cameras would be around \$500.00.

Josh Allen reported that parts are no longer being made for our system. We may need to budget for a new alarm system. Angela will set up a meeting with Josh Allen. Arvid volunteered to join the meeting.

Although Oden power washed the front steps, he was unable to get everything off, a result of those individuals camping out at the library defacing the library property/steps.

The front light continues to not work properly. Do we need to hire an electrician to look at the circuit? Arvid responded in the affirmative, and stated it was likely a problem with the switch or wire. Angela will contact electrician, Kyle Martino.

Brad reported that the ventilation system guy will put together a plan and an estimate. We will need the plan and estimate by December.

The Budget committee needs to set a date for the next meeting. Angela will meet with Gail for feedback regarding the budget.

Betsy attended a meeting with other libraries. Other small towns don't appear to be having the degree of issues we are experiencing here in Bradford. Drug related crimes, such as shootings, appear to be on the rise in Vermont. It was reported that there is a drug house on Pleasant Street.

Given the late hour, the board decided to table the policy discussion for the next meeting.

Brad motioned, Jill seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:15pm.

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

Respectfully submitted by,

Dotti Unkles  
Bradford Public Library Board Secretary