

Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: December 8, 2022

Those who were present:

	<u>Year:</u>
● Gail Trede	Library Director
● Tony Brainerd	2024
● Angela Conrad-Schlager	2024
● Arvid Johnson	2023
● Brad Johnston	2025
● Elaina Vitale	Town Representative
● Sean Fleming	Town Representative

Those not Present:

● Eris Eastman	Trustee Emerita
● Bud Haas	Trustee Emeritus
● Jill Baron	2025
● Larry Coffin	2024
● Pam Johnson	2023
● Laura Lornitzo	2025
● Dotti Unkles	2026

Meeting called to order at 6:37 pm by President, Angela Conrad-Schlager.

B. Johnston motioned, S. Fleming seconded, a motion to approve the minutes of November 2022. All voted in favor.

Public Comment: n/a

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board via email
- E. Vitale motioned, B. Johnston seconded, a motion to approve the Treasurer's Report. All voted in favor. Arvid asks about associate librarian salary which is

over budget (trustees had previously voted in support of this). Are Paypal donations yet included in Annual Appeal?

Library Director's Report:

- Library Director's Report: [December 2022 Librarian's Report](#)
- Life Insurance benefactor to Library: patron dropped by paperwork to make BPL beneficiary of life insurance policy. Trustees love this model!
- BPL Report due to Town by January 1, 2023 for Annual Report

T. Brainerd motioned, B. Johnston 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](#)

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:** We are off to a good start!

[2022-23 Annual Appeal Donations \(BPL\)](#)

- [Letters to 2022-23 Annual Appeal Donors \(assigned to Trustees\)](#)

Committee Assignments 2022: [Committee Assignments:2022](#)

Budget

- n/a

Buildings and Grounds:

- Need to gather necessary information for ARPA Funds *WAITING*.
Holiday lights coming. 3 of 4 new roofs are on Little Libraries and trees on the bank have been cut down.

Fundraising & Annual Appeal:

- 2022-23 Annual Appeal has begun!

Communications and Marketing:

- GUEST: Anne McKinsey

<https://amckwebandprint.com/portfolio-web-design-small-business/>

BPL Website; update and make more user friendly/accessible

One of our priorities is to build, expand, and make our website more user-friendly. Anne lives in East Corinth and has been doing web and graphic design since '09. Anne builds a lot of websites for small businesses, nonprofits, local artists, etc. Anne came recommended by other local librarians and Monique Priestley. Anne agrees our website is due to be overhauled/updated. Gail's other goals are to support users virtually, how do we have fewer pages with more accessible information, supporting users who are not savvy web users, etc. Donation information should be accessible and prominent. Website is currently difficult for Gail to maintain and update. Aesthetics of the page are important to trustees—we want patrons to feel welcomed and immersed. Trustees will read Anne's proposal and consider next steps. Gail is applying for grants to offset costs of web design (Rural Library Associations, ALA, etc.). Elaina makes a motion, Sean seconds a motion to seek a second proposal to compare to Anne's proposal. All vote in favor.

Personnel: n/a

Policy and Procedure:

Set date for next committee meeting (January 2023)

Grants: n/a

Old Business/Discussion Topics: n/a

New Business/Discussion Topics:

Upcoming holidays—closed December 24 and 31st.

Other Business to come before the Board of Trustees

COVID and CDC updates; current recommendations

S. Fleming motioned, T. Brainerd seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:47 pm.

Next scheduled Monthly Board of Trustees meeting and Annual Meeting is scheduled for Thursday, January 12, 2023 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary