

Bradford Public Library

Bradford, VT 05033

BPL Mission Statement: The Bradford Public Library is committed to supporting and enhancing learning, creativity, and opportunities for personal growth and community connections with reliable information and resources, and the support necessary to navigate those resources, in a safe and welcoming environment.

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: November 16 2023

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| ● Jill Baron | 2025 |
| ● Tony Brainerd | 2024 |
| ● Larry Coffin | 2024 |
| ● Angela Conrad-Schlager | 2024 |
| ● Brad Johnston | 2025 |
| ● Laura Lornitzo | 2025 |
| ● Dotti Unkles | 2026 |
| ● Denise Shannon | 2026 |
| ● Elaina Vitale | Town Representative |

Those not Present:

- | | |
|-----------------|------------------|
| ● Eris Eastman | Trustee Emerita |
| ● Bud Haas | Trustee Emeritus |
| ● Sean Fleming | |
| ● Arvid Johnson | |
| ● Gail Trede | |

Meeting called to order at 6:36 pm by President, Angela Conrad-Schlager.

Brad motioned, Larry seconded, a motion to approve the minutes of October 12, 2023.

All voted in favor.

- Trustees note that the meeting adjourned earlier than 8:30. Minutes will be amended.

- Tony asks for clarification about the Fair Labor Law note in minutes; Angela clarifies with info about compliance—Sean can provide further information.
- Brad notes language about “granite steps” should be changed to “concrete splash work” (to divert drainage from the building foundation). Language about “drum” should be changed to “drone.” Minutes will be amended.
- Angela will send a thank you to the drone photographer (Luke from Undercover Tents)

Public Comment: n/a

Meeting Guests: n/a

Treasurer's Report:

- A monthly Treasurer's report was submitted to the Board via email
- Angela notes the budget was approved at the October meeting and digital as well as hard copies were sent to the town for the annual appropriation request; town has confirmed receipt of copies.
- Questions about Treasurer's report:
 - Angela asks about invoices—should Laura and Karen be included on any invoice? Yes.
 - Laura filed 990 form for 2022 (reporting for federal government)
 - Jill asks about “expenses funded by grants”--Laura clarifies this helps see from year to year what is covered by grants

Tony motioned, Brad 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 note the report is thorough and have no questions for library staff.

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

2023-24 Annual Appeal: [2023-24 BPL Annual Appeal](#)

- 2023-24 Annual Appeal Docations
 - [2023-24 Annual Appeal Donations \(BPL\)](#)
- Board of Trustees are promoting the Annual Appeal
- Donations can be made directly on the BPL webpage & via QR Code

Committee Assignments 2023: **Committee Assignments: 2023**

Budget

- Proposed FY24 Budget; possibility of building expenses to be discussed with treasurer and bookkeeper.

Buildings and Grounds:

- Heating Challenges: John Hathaway has come to the rescue a number of times regarding occasionally failing heat in the library. The building wiring may be outdated which may need to be addressed by an electrician. Trustees will be kept apprised of updates.
- Building cameras: Angela met with Josh Allen about building cameras. Proposed cost of \$1,200 for installation and software use. The software enables camera footage to be accessed from offsite locations.
 - Josh's recommendation is to hire an electrician to run electricity to plug cameras in (\$500 estimate).
 - Trustees suggest the possibility of adding a third camera on the north-facing side of the building. Angela will investigate the total cost of a third camera.
 - Possibility of grant money to offset cost will be investigated.
- Concrete Curtain (Brad) - investigating installing concrete curtain to allow water to drain away on right hand side of front door
- Granite step (Brad) - step is deteriorating; exploring options for replacing or rehabilitating step
- Drainage from roof & brick cleaning (Brad)

Communications and Marketing:

- Promote Annual Appeal

Fundraising & Annual Appeal

- Promote Annual Appeal

Personnel:

- Angela and Gail Dinner still to be scheduled

Policy and Procedure:

- n/a

Grants:

- n/a


Old Business/Discussion Topics:

n/a

New Business/Discussion Topics:

n/a

BPL Strategic Plans (2022-2027):

-  Strategic Plans~ Future plan for BPL (2022-2027)
- Reminder that in January we have our annual meeting before our monthly meeting; we can use that time to evaluate the strategic plan
- Larry and Tony will be stepping down as trustees after their terms end in January and will be given emeritus status. Larry will still maintain the Little Libraries.

ARPA Federal Funds: Air Ventilation Project

- Received \$20,000 from Town of Bradford
- Portable Air Purifiers have been purchased and installed
- Angela will send completed expense report to Town of Bradford

Executive Session: For the purpose of discussing Personnel. Elaina moves, Denise seconds, a motion to go into Executive Session. Trustees discussed holiday gifts for library staff. Trustees left the Executive Session at 7:35.

Brad motioned, Jill seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:35 pm.

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

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary