

**Bradford Public Library**

Bradford, VT 05033

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

DATE: January 11, 2024

**Those who were present:**

**Year:**

- |                          |                     |
|--------------------------|---------------------|
| ● Gail Trede             | Library Director    |
| ● Jill Baron             | 2025                |
| ● Larry Coffin           | Trustee Emeritus    |
| ● Angela Conrad-Schlager | 2027                |
| ● Arvid Johnson          | 2026                |
| ● Brad Johnston          | 2025                |
| ● Denise Shannon         | 2027                |
| ● Elaina Vitale          | 2027                |
| ● David Sammataro        | Town Representative |
| ● Will Giblin            | Town Representative |

**Those not Present:**

- |                  |                  |
|------------------|------------------|
| ● Eris Eastman   | Trustee Emerita  |
| ● Bud Haas       | Trustee Emeritus |
| ● Tony Brainerd  | Trustee Emeritus |
| ● Sean Fleming   |                  |
| ● Dotti Unkles   |                  |
| ● Laura Lornitzo |                  |

Meeting called to order at 7:00 pm by President, Angela Conrad-Schlager.

**Election of Officers for the 2024 Year:**

**Officers from the 2023 Year-**

- President: Angela Conrad-Schlager
- Vice President: Jill Baron
- Secretary: Elaina Vitale
- Treasurer: Laura Lornitzo

Brad moves to accept the slate of officers for 2024, Arvid seconds. All voted in favor.

Arvid motioned, Brad seconded, a motion to approve the minutes of December 14, 2023. All voted in favor. Elaina will adjust term dates and add Denise, David, and Will to group emails.

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

- A monthly Treasurer's report was submitted to the Board via email
- Elaina motioned, Arvid 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.
- Brad motioned, Elaina seconded, a motion to approve the Library Director's report. All voted in favor.
- Gail adds that BPL is co-sponsoring an appearance by VINS at the BA on January 27 and is keeping an eye on possible funding opportunities. Gail adds info about partnering with Little Rivers for addiction prevention programming in addition to BPL's partnership with LRHC to provide Narcan anonymously. Gail reminds trustees of craft night (first Thursday of the month) if trustees have a craft they'd like to share and also the opportunity to display their collections in the reading room.

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

- 2023-24 Annual Appeal Donations [2023-24 Annual Appeal Donations \(BPL\)](#)
- Angela announces news of an anonymous matching donor-dollar for dollar up to 10k. Trustees note that Paypal donations are not appearing on the list and a few instances of typos in donor addresses—we should do some data cleanup of our address list in Bloomerang.

#### **Committee Assignments 2023:** [BPL Board of Trustees Committee Assignments: 2024](#)

- Roles and Responsibilities of Board of Trustee Members
- Board Members and Terms [Members of the Bradford Public Library, Board of Trustees](#)

- VT Library Trustees <https://libraries.vermont.gov/services/public-libraries/trustees>
- Budget
  - n/a
- ☐ Buildings and Grounds:
  - Camera installment & electrical preparation–working with Alarmco
  - Granite step: Angela submitted the required letter of intent for the 1772 Foundation Grant to replace the granite step
  - Drainage and water mitigation (Spring 2024)
- ☐ Fundraising & Annual Appeal:
  - ☐ Cook Book idea
  - ☐ Memorial Day Book/Plant/Yard Sale
    - ☐ Jill can host on Main St May 25 or June 1 (rain date for Sundays)
- ☐ Communications and Marketing:
  - Promote Annual Appeal
  - Promote programs
- ☐ Personnel:
  - n/a
- ☐ Policy and Procedure:
  - n/a
- Grants:
  - n/a

**New Information/Topics:**

- Fentanyl best practices - gather guidance from Little Rivers, Sean/other local institutions
- Yard sale planning

**Old Information/Topics:**

- [BPL Board Member Contact Information & Emergency Contacts](#)

**BPL Strategic Plans (2022-2027):**

- [Strategic Plans~ Future plan for BPL \(2022-2027\)](#)

- Should guide us as we function and make decisions
- Jill and Angela will update and present to the Board March 2024

**ARPA Federal Funds: Air Ventilation Project**

- Received \$20,000 from Town of Bradford
- Portable Air Purifiers have been purchased and installed
- Email from Select Board regarding remaining funds

Elaina motioned, Brad seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 8:08 pm.

Next scheduled Monthly Board of Trustees meeting is scheduled for Thursday, February 8, 2024 at 6:30 pm.

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary

**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.