

Bradford Public Library

Bradford, VT 05033

DRAFT Board of Trustees Monthly Meeting Minutes

DATE: February 8, 2024

Those who were present:

Year:

- | | |
|--------------------------|---------------------|
| ● Betsy Kane | Librarian |
| ● Jill Baron | 2025 |
| ● Angela Conrad-Schlager | 2027 |
| ● Will Giblin | Town Representative |
| ● Arvid Johnson | 2026 |
| ● Brad Johnston | 2025 |
| ● Laura Lornitzo | 2025 |
| ● David Sammataro | Town Representative |
| ● Dotti Unkles | 2026 |
| ● Elaina Vitale | 2027 |

Those not Present:

- | | |
|------------------|------------------|
| ● Eris Eastman | Trustee Emerita |
| ● Bud Haas | Trustee Emeritus |
| ● Tony Brainerd | Trustee Emeritus |
| ● Larry Coffin | Trustee Emeritus |
| ● Denise Shannon | |
| ● Sean Fleming | |

Meeting called to order at 6:32 pm by Vice President, Jill Baron.

Arvid motioned, Will seconded, a motion to approve the minutes of January 2024. All voted in favor.

Public Comment: n/a

Guest(s) at tonight's meeting: n/a

Treasurer's Report:

- ❑ A monthly Treasurer's report was submitted to the Board via email. Treasurer's report will be embedded in the agenda moving forward. Laura informs trustees that money from the town is not in the budget yet.
- ❑ Arvid motioned, Elaina 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. Betsy reminds trustees that Poemtown is in April, and shares info about an upcoming art exhibit featuring art by incarcerated women in Chittenden County along with a film screening ([Downstream](#)) and a talk by the director. Jill asks about the Law of Public Libraries mentioned in the report.
- ❑ Dotti motioned, Laura seconded, a motion to approve the Library Director's report. All voted in favor.

023-24 Annual Appeal: [2023-24 BPL Annual Appeal](#)

- 2023-24 Annual Appeal Donation
[2023-24 Annual Appeal Donations \(BPL\)](#)
- We do have a matching donor. Paypal donations are still not appearing. Should we declare an official Annual Appeal season?

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

- Roles and Responsibilities of Board of Trustee Members
- VT Library Trustees <https://libraries.vermont.gov/services/public-libraries/trustees>

- **Budget**
 - n/a
- ❑ **Buildings and Grounds:**
 - Camera installment & electrical preparation (work in progress)
 - Granite step: 1772 Foundation Grant
 - Letter of interest for 1772 Grant was successful; MUST complete application by 2/29/24
 - Russell Wilcox, historical mason, is interested in the job and has given estimate for project

- Angela proposes that the Board earmarks remaining ARPA money to match with the 1772 Grant; all trustees vote in favor.
- Drainage and water mitigation (Spring 2024)
- Sill work on windows (Spring 2024)

Fundraising & Annual Appeal:

Cookbook idea

- Arvid reached out to the printing company of the original cookbook; a reprint is possible if they scanned the original.
- Ideas from the Board: add a literary component. Mix of old recipes, new recipes from trustees, literary recipes like recipes from Harry Potter books etc. Have a recipe drop-off box at the library for patrons to drop off recipes. Angela will follow up with an email to gauge trustee interest/bandwidth.

Memorial Day Book/Plant/Yard Sale

- 5/25 (rain date 5/26)
- Who can commit?
 - Angela will make muffins, Sean bagels (?), Jill beignets/coffee.
 - People can start dropping off a week in advance.
 - It's helpful to have volunteers for the morning, middle or end.
- Begin organizing in February
 - Correspondence to come!
- Advertisements to come

Communications and Marketing:

- Promote Annual Appeal
- Promote programs

Personnel:

- n/a

Policy and Procedure:

- n/a

• **Grants:**

- n/a

New Information/Topics:

- Holiday request from Librarian Report (Laura and Angela to research financial component and past practice)

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

Arvid motioned, Elaina seconded, a motion to adjourn. All voted in favor. Meeting adjourned at 7:54 pm.

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

Respectfully submitted by,

Elaina Vitale

Bradford Public Library Board Secretary